

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 2 June 1982

Immediate Action INTERIM CHANGE

AR 600-10
INTERIM CHANGE
NO. 102
EXPIRES 2 June 1983

S/S

28 Feb 85

PERSONNEL - GENERAL THE ARMY CASUALTY SYSTEM

This interim change is forwarded to the field to modify policy for review and update of the Record of Emergency Data Form (DD Form 93) by individual service members; expires one year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by First Class Mail through the Publications Pin-Point Distribution System to all holders of AR 600-10; as an interim measure, issued in other than page-for-page format; and will be included in revision of AR 600-10.

Page 11-1, paragraph 11-3c, is superseded as follows:

c. The service member concerned will have a new form prepared when:

(1) There is a change in any item.

(2) Three years have elapsed since the latest form was submitted to HQDA. Because forms rarely remain valid for longer than three years, they will no longer be retained by HQDA beyond that time. To lessen the initial impact of this change, DD Form 93 review should be made during SM's annual records review. All DD Form 93's should be reviewed NLT 1 year from date of this change. This three year criterion applies only to SM's on Active Duty whose original DD Form 93 is maintained at HQDA (DAAG-PEC). See table 11-1.

(DAAG-PEC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General--A.

This Interim Change superseded Interim Change No 101, 29 April 1982.

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 29 April 1982

Immediate Action INTERIM CHANGE

AR 600-10
INTERIM CHANGE
NO. 101
EXPIRES 29 April 1983

PERSONNEL - GENERAL THE ARMY CASUALTY SYSTEM

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CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 March 1980

PERSONNEL—GENERAL
THE ARMY CASUALTY SYSTEM

Effective 1 April 1980

This change clarifies reportable personnel, adds purpose of DD Form 1300, emphasizes reporting personnel in "Unknown category," gives definition of reportable categories, gives guidance for submitting initial and progress reports, clarifies reporting deaths when member is away from home station, updates addresses for other services, adds finance as addressee and updates other addresses in table 3-1, changes Race-Pop-Grp reporting, omits requirement for vehicular involvement information on members retired over 120 days, omits requirement to report colonels in special interest casualty matters, outlines procedures for the payment of death gratuity and unpaid pay and allowances, revises procedures for reporting deaths of ARNG members (chap. 10), expands instructions for completing DD Form 93, revises distribution of DD Form 93 and DA Form 41, revises Appendix A, updates addresses for major oversea commands, and adds references to Appendix D.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 600-10, 15 January 1976 is changed as follows:

- 1. New or changed material is indicated by a star.
- 2. Remove old pages and insert new pages as indicated below.

Remove Pages	Insert pages
i through iv	i through iv
1-1 through 1-3	1-1 through 1-3
2-1 through 2-4.1	2-1 through 2-4
3-1 through 3-14.1	3-1 through 3-14
4-1 through 4-2.1	4-1 through 4-2
5-1 and 5-2	5-1 and 5-2
7-5 through 7-8	7-5 through 7-7
9-1	9-1
10-1 through 10-2.1	10-1 and 10-2
11-1 through 11-4	11-1 through 11-4
A-1 through A-3	A-1 and A-2
C-1	C-1
D-1	D-1

- 3. The word "he" when used in this publication represents both the masculine and feminine genders, unless otherwise specifically stated.
- 4. File this change sheet in front of the publication for reference purposes.

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The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAAG-PEC) WASH DC 20314.

By Order of the Secretary of the Army:

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

E. C. MEYER
General, United States Army
Chief of Staff

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Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General—A

CHANGE

No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 September 1978

PERSONNEL—GENERAL

THE ARMY CASUALTY SYSTEM

Effective 15 November 1978

This change incorporates four previous interim changes. Significant changes include guidance for submitting supplemental casualty reports, deletion of additional instructions for preparing DD Form 93, change in areas of responsibility for certain CAC's and establishment of provisions for utilization of selected senior noncommissioned officers as survivor assistance officers in specified instances.

AR 600-10 15 January 1976 is changed as follows:

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2. Remove old pages and insert new pages as indicated below

<i>Remove pages</i>	<i>Insert pages</i>
1-1 and 1-2	1-1 through 1-2.1
2-1 through 2-4	2-1 through 2-4.1
3-1 through 3-8	3-1 through 3-8.1
3-11 through 3-14	3-11 through 3-14.1
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11-1 through 11-7	11-1 through 11-5
B-3 through B-7	B-3 through B-7
C-1	C-1
D-1	D-1

3. File this change in front of the publication for reference purposes.

* This change supersedes DA message DAAG-PEC 280800Z Jun 76, subject: Interim Change to AR 600-10, The Army Casualty System; DA message DAAG-PEC 090880Z Sep 76, subject: Interim Change to AR 600-10, The Army Casualty System; DA message DAAG-PEC 040800Z Jan 77, subject: Interim Change to AR 600-33, Line of Duty Investigations, and AR 600-10, The Army Casualty System; and DA message DAAG-PEC 011000Z Feb 78, subject: Interim Change 1-1 to AR 600-10, The Army Casualty System.

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15 September 1978

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By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A, requirements for AR, Personnel General-A.

1 March 1980

C2, AR 600-10

*AR 600-10

ARMY REGULATION

No. 600-10

HEADQUARTERS

DEPARTMENT OF THE ARMY

WASHINGTON, DC, 15 January 1976

PERSONNEL—GENERAL THE ARMY CASUALTY SYSTEM

Effective 1 May 1976

This revision reorganizes, updates, and clarifies previous text. Included are chapters on processing USAR and ARNG casualties and on preparing DD Form 93 (Record of Emergency Data). Local limited supplementation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Casualty Area Commands will furnish one copy of each supplement to HQDA (DAAG-PEC) WASH DC 20314; other commands will furnish one copy of each to the next higher headquarters.

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★ This regulation supersedes AR 600-10, 29 Mar 72, including all changes; change 1, AR 608-2, 27 Aug 75 and chapter 2, AR 608-2, 10 Oct 73; AR 135-31, 28 Feb 69; DA message DAAG-CAC 201715Z Jun 75, subject: Interim Change to AR 600-10 (The Army Casualty System); DA message DAAG-CAC 201630Z Nov 73, subject: Interim Change to AR 600-10; DA message DAAG-CAC 041500Z Apr 75, subject: Casualty Reporting; DA message DAAG-CAC 072214Z Mar 75, subject: Submission of Progress Reports; DA message DAAG-CAC 071800Z Feb 75, subject: Casualty Reporting—Stray; DA message DAAG-CAC 231603Z Jul 74, subject: Casualty Reporting; DA message 121630Z Jun 73, subject: Change in Casualty Report Items; DA message DAAG-CAC 191500Z Apr 74, subject: Change to AR 600-10, The Army Casualty System; DA message DAAG-CAC 281345Z May 75, subject: Interim Change to AR 608-2 (SGLI and Record of Emergency Data); NGR 608-2, 21 Oct 74; and NGR 638-1, 18 Jan 75.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes policies and outlines responsibilities and procedures for the efficient operation of the Army casualty system.

1-2. Applicability. ★ The Army casualty system applies to those personnel for whom the Army has assumed responsibility. The extent to which this regulation applies depends upon the status and location of the individual at the time he or she becomes a casualty. This regulation specifically applies to the following military and civilian personnel:

a. Members on active duty (AD) of the Regular Army (RA), Army of the United States (AUS), Army National Guard of the United States (ARNGUS), and US Army Reserve (USAR).

b. ARNG members en route to, from, or participating in annual training (AT), active duty for training (ADT), full-time training duty (FTTD), or scheduled inactive duty training (IDT) (see chap. 10).

c. USAR members en route to, from, and participating in AT, ADT, or IDT (see chap. 9).

d. Members en route to, from, or at a place for final acceptance by or entry on AD with the Army.

e. US Military Academy (USMA) cadets.

f. Reserve Officer's Training Corps (ROTC) cadets while en route to, from, or while participating in flight instructions or summer camp.

g. Members of other US armed forces.

h. Prior Army members who die within 120 days after separation or discharge. Such individuals will be reported upon receipt of information or upon request by HQDA.

i. Members of the USAR who are not in a status in *a*, *c*, or *d* above will be reported in accordance with the provisions of chapter 9.

j. Members of the ARNG who are not in a status of *a* or *b* above will be reported in accordance with the provisions of chapter 10.

k. Retired Army members:

(1) Those members who die within 120 days after being retired from active service or for disability, or after being placed on the Temporary Disability Retired List will be reported to HQDA.

(2) All other members (except general officers) who are retired and are receiving pay, including those retired at age 60 with 20 years' qualifying service (Title III), will be reported to the Commander, US Army Reserve Components Personnel and Administration Center (RCPAC), 9700 Page Boulevard, St. Louis, MO 63132, with information copy furnished HQDA (DAAG-PEC) WASH DC 20314.

l. US civilians outside CONUS, both appropriated and nonappropriated fund employees of Department of the Army; contract field technicians; visiting dignitaries; and representatives of Department of the Army-sponsored organizations, such as the American Red Cross, the United Services Organization, and banking facilities. This category may also include those citizens for whom local State Department officials have requested the oversea command to assume casualty reporting responsibilities and contract representatives of the Veterans' Administration and the Department of Labor.

m. Dependents located with their sponsor overseas and those dependents who die in CONUS when the sponsor is overseas (*a* though *l* above). A next of kin who is not a dependent but is visiting a sponsor overseas at the time of death may be reported upon request of the sponsor to the local command.

n. Foreign nationals, both military and other officials, performing full-time duty with the US Army or in the United States under the auspices of the Army as students or on orientation tours. Those personnel of allied nations who are patients in, or for whom administrative responsibility has been assumed by, any US Army medical treatment facility (MTF) will be reported as appropriate (AR 40-2.)

o. The reporting requirements of this regulation do not apply to Army members attached to another service of the Armed Forces. Those members will be reported by that service under its regulation.

p. The provisions of this regulation do not apply to prisoners of war (PW) who are under US Army control. Such PW's are covered in AR 633-50.

1-3. Reports control exemption. The reports, notifications, and verifications prescribed in this regulation are exempt from reports control action under the provisions of paragraph 7-2h, AR 335-15.

1-4. Release of information. Guidelines regarding public release of casualty information are contained in AR 360-5.

1-5. Casualty-related terms. *a.* Except as noted below, all casualty-related terms appearing in this regulation are as defined in AR 310-25.

b. The following terms have special meaning within this regulation:

(1) *Presumptive finding of death (PFOD).* A finding made by the Adjutant General, under the Missing Persons Act (chap. 10, title 37, U.S.C.), when circumstances surrounding the disappearance of an Army member plus the expiration of at least 1 year lead to the logical conclusion that the member is no longer alive, although the available evidence may be insufficient to establish the date on which the member died.

(2) *Next of kin (NOK).* An individual's nearest relative(s) in the following line of succession:

(a) Spouse.

(b) Sons or daughters in the order of seniority.

(c) Older parent unless legal custody was granted to another person by reason of a court decree or statutory provision.

(d) That blood or adoptive relative of the individual who was granted legal custody of the individual by reason of a court decree or statutory provision.

(e) Brothers or sisters in the order of seniority.

(f) Oldest grandparent.

(g) Other relatives in order of relationship to the individual in accordance with the laws of the deceased's domicile.

(h) Person in loco parentis.

(3) *Primary next of kin (PNOK).* The legal next of kin. That person of any age most closely related to the individual according to the line of succession shown in (2) above. Seniority, as determined by age, will control when the persons are of equal relationship.

(4) *Adult next of kin (ANOK).* That adult highest in the line of succession shown in (2) above, except that a spouse who is a minor will be considered the adult next of kin.

(5) *Secondary next of kin (SNOK).* Any next of kin other than the primary next of kin.

★(6) *Missing person.* Any person who is declared to be in one of the categories established by the Missing Persons Act; i.e., missing, missing in action, interned, captured, beleaguered, besieged, or detained.

★(7) *Casualty area commander (CAC).* The commander assigned responsibility for the area in which the casualty occurs or the area in which the NOK resides in CONUS. Areas of responsibility are contained in AR 5-9 (see app B).

★(8) *Major oversea commander (MOC).* The commander assigned responsibility for the area in which the casualty occurs or the area in which the NOK resides outside CONUS (see app C).

★(9) *HQDA.* For the purpose of this regulation HQDA means Casualty and Memorial Affairs Directorate, HQDA(DAAG-PEC), WASH DC 20314.

1-6. Determination of date of death. When all available evidence does not establish the actual date of death, the latest date on which death can reasonably be presumed to have occurred will be selected as the date of death. Consequently, when it is established that death occurred during a specific month but there is insufficient evidence to establish the actual date of death, the last day of the month will normally be selected as the date of death. However, when the individual was absent with authority at the time of disappearance and there is no evidence of unauthorized absence or other evidence to the contrary, the last day of the period of authorized absence will be selected as the date of death. This is done so that the individual will not be unjustifiably considered absent without leave on the date of death. If the report of death shows an abnormal length of time between the date a person was reported absent and the date selected as the date of death, the circumstances on which the selection of the latter date was based will be included in the report.

★**1-7. Report of Casualty (DD Form 1300).** HQDA(DAAG-PES) prepares and distributes DD Form 1300. It is the official certificate of death issued by HQDA. This form may be used to cash bonds, settle insurance claims, and for any other matter where proof of death is required. HQDA issues DD Form 1300 for the following individuals:

a. All officers and enlisted members on active duty (AD) or extended active duty (EAD). This in-

cludes deserters, those absent without leave (AWOL), and those dropped from the rolls.

b. Members missing, detained, captured, or returned to military control (RMC).

c. General officers who retired from active duty, regardless of date of retirement.

d. Officers and enlisted members retired/separated from active duty who die within 120 days.

e. ARNG members en route to, from, and participating in AT, ADT, IDT, or FTTD.

f. USAR members en route to, from, and participating in AT, ADT, or IDT.

g. US Military Academy (USMA) cadets.

h. ROTC cadets en route to, from, or while participating in flight instructions or summer camp.

i. Certain DAC who die while assigned overseas, or on temporary duty (TDY) from the continental United States (CONUS) to overseas; or who are traveling to or from their oversea duty location.

CHAPTER 2

CASUALTY REPORTING SYSTEM

Section I. GENERAL

2-1. Principles of reporting. The casualty report is the basis for providing information concerning a casualty incident to the next of kin. The report should be complete, accurate, and timely. Actual preparation of the report is discussed in chapter 3.

2-2. Types of casualty reports. The casualty reporting system provides for four different types of

casualty reports. There is a fifth category which, although not technically a casualty report, is essential to the efficient operation of the Army casualty system. This category is a health and welfare report on personnel assigned to hostile areas. Sections II through V of this chapter describe the uses of these different reports.

Section II. INITIAL REPORTS AND STATUS CHANGE REPORTS

2-3. General. *a.* The initial (INIT) casualty report is the first report submitted on an individual involved in any single casualty episode. Initially, its purpose is to enter a reportable person into the casualty reporting system for *each* casualty episode.

b. The status change (STACH) casualty report is a report which indicates that the casualty status of a previously reported individual has changed from one major category of casualty to another (para 2-4b).

c. Casualty reporting activities will advise the supporting CID activity of any noncombat death where medical authorities cannot determine that death resulted from natural causes. The fact will be included in item 73 of the casualty report.

2-4. When to submit initial and status change reports. *a.* Table 2-1 indicates when an initial report is required for a particular casualty incident.

b. Status change reports will be submitted only when a reported individual's status changes from:

- (1) Missing to dead.
- (2) Missing to returned to military control.
- (3) Wounded, injured, or ill to dead.
- (4) Wounded, injured, or ill (hospital care not required) to any category in which hospital care is required.

2-5. Reporting a person as dead. *a.* A person will be reported as dead only when—

(1) Remains have been recovered which have been positively identified as those of the individual in question.

(2) Remains have been recovered which, while

not positively identified, are believed to be those of the individual in question based on the following circumstances—

(a) The reported individual can be established without question as having been involved in the casualty incident; and,

(b) There were no known, suspected, or possible survivors of the incident.

(3) Remains have not been recovered, but conclusive evidence of death exists ((2) (a) and (b) above apply). While death reports may follow an approved action of a Missing Persons Board of Inquiry (chap. 8), situations do occur where reasonably conclusive evidence of death exists at the time of the casualty event, or shortly thereafter. When the death report is not based on a Missing Persons Board of Inquiry, the commander exercising general court-martial authority will, within 48 hours after submission of the death report, appoint an officer to obtain statements from witnesses having knowledge of the casualty event. The appointed officer will document the facts and circumstances surrounding both the death of the individual and the nonrecovery of his remains. Statements and information obtained, together with a narrative summary prepared by the appointed officer, will be forwarded through casualty reporting channels to HQDA so as to arrive within 30 days after the submission of the death report.

b. Oversea infant or fetal deaths will be reported only in cases where medical authorities have issued a death certificate. CONUS infant or fetal deaths will be reported only if sponsor desires

HQDA to make notification overseas or if the sponsor is stationed in an overseas command.

2-6. Reporting a person as undetermined.

a. When the commander, subsequent to a casualty event, is uncertain as to the status of an individual, the commander will report the person's status as "unknown." This designation will only be used prior to determination by a Missing Persons Board and approval of the determination by HQDA.

* b. When an individual's status is uncertain and whereabouts are unknown, the individual will be reported as "unknown-supp will follow." The purpose of this is to permit sufficient time for the responsible commander to investigate the facts available regarding the status of service member (see chap. 4, AR 15-6). It is an interim status and is in no way intended to eliminate any requirement for reporting a service member as a casualty. Prior to submitting a casualty report using this category, reporting commanders will telephonically coordinate the case with HQDA.

*** 2-7. Reporting a person as missing.** a. A person will be reported as missing when his whereabouts and status are uncertain and the responsible commander has made a factual determination that the absence is involuntary. Prompt and accurate determination that an individual is missing is essential. Missing status reports will give sufficient details to support reporting the individual as missing.

b. An individual reported as a missing person will be further categorized as one of the following:

(1) *Missing.* (A nonbattle casualty whose whereabouts and status are unknown, provided the absence appears to be involuntary and the individual is not known to be in a status of unauthorized absence.)

(2) *Missing in action.* (A battle casualty whose whereabouts and status are unknown provided the absence appears to be involuntary and the individual is not known to be in a status of unauthorized absence.)

(3) *Interned.* (Definitely known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which the armed forces of the United States are engaged.)

(4) *Captured.* (Definitely known to have been taken into custody of a hostile force as a result of and for reasons arising out of any armed conflict in which the armed forces of the United States are engaged.)

(5) *Beleaguered.* (An organized element which has been surrounded by a hostile force to preclude escape of its members.)

(6) *Besieged.* (An organized element which has been surrounded by a hostile force for the purpose of compelling it to surrender.)

(7) *Detained.* (Any casualty other than "captured" or "interned" who is known to have been taken into custody against the members will while apparently alive and there is no conclusive evidence of death after being taken into custody.)

c. Once a person has been reported as missing, certain supplemental reports (sec III) will be required.

2-8. Reporting a change in status of missing person. Because of the emotional impact upon the NOK resulting from a change in the status of a missing person (whether the member is returned to military control or his/her status is changed to dead or captured) commanders at all levels will ensure that complete, detailed, and accurate information is furnished as soon as possible in a status-change report. These reports will be passed telephonically, unless some other method is faster, with confirmation by electrical message.

2-9. Reporting a person as wounded, injured, or ill. a. An individual reported as wounded, injured, or ill will be further identified in one of the categories listed below by medical authorities. Medical facility commanders will establish procedures to identify all patients promptly as:

(1) Very seriously wounded, injured, or ill (VSI).

(2) Seriously wounded, injured, or ill (SI).

(3) Special Category (SPECAT) patient.

(4) Not SI; hospital care required.

(5) Not SI; hospital care not required. If an individual is placed in this category as the result of a battle wound or injury, it must be indicated whether he was—

(a) Treated and held at a medical facility (for less than 24 hours).

(b) Treated and returned to duty.

b. SPECAT reporting (AR 40-2) pertains to certain patients whose next of kin need to be provided with information regarding their condition even though they are not classified as VSI or SI. These are persons who—

(1) Have sustained a severe injury, such as loss of sight or limb.

(2) Have sustained a permanent and unsightly

disfigurement of a portion of the body normally exposed to public view.

(3) Are suffering from an incurable, fatal disease and have limited life expectancy.

(4) Have an established psychotic condition.

(5) May require extensive medical treatment and hospitalization.

(6) Are being released from the service under the provisions of AR 635-40 for a psychiatric condition, when such notification is deemed appropriate by the medical officer and written permission of the patient is obtained, provided the patient is capable of deciding whether or not he/she wishes to give written permission.

(7) Are paralyzed.

(8) Are not classified as VSI or SI but, due to medical condition, are unable to communicate with their next of kin (e.g., patient is comatose). Personnel in this category will be reported only if the PNOK is not located in the immediate area of the patient.

c. When the individual being reported has sustained a head wound or injury, the extent of eye and brain damage will be included in the casualty report. If there is no eye or brain damage, or if the extent of such damage cannot be determined, this will be indicated in the report.

Section III. SUPPLEMENTAL REPORTS

2-10. General. Supplemental reports are used to provide additional information to an initial report or to correct information previously submitted.

2-11. Missing persons. Supplemental reports will be submitted at the following specific intervals after submission of the initial report on an individual reported as a missing person:

a. Within 48 hours, give latest details of the case,

to include actions taken to locate the missing person.

b. On the 6th day, give a complete summary of all actions taken to date to locate the missing person.

c. On the 36th day, furnish a summary of information developed within that time, including information generated by the board of inquiry (chap. 8).

Section IV. PROGRESS REPORTS

2-12. General. Progress (PROG) reports are used to report the medical progress of hospitalized wounded, injured, or ill personnel in a VSI, SI, or SPECAT category. In most cases when military personnel become casualties, the NOK is located at some considerable distance from the individual particularly during the early, and usually the most critical, period of his medical attention. As a result, the NOK is unable to obtain information regarding the patient's status through their own resources. The progress reporting system is designed to furnish the NOK with information which they would normally acquire if they were physically present at the medical facility. Note that when the presence of the NOK overseas is considered necessary to the recovery of a VSI patient, HQDA may issue an invitational travel order (ITO). (See para 7-6 for details.)

2-13. When required. a. When there are NOK to be notified who are not present with the VSI, SI or SPECAT patient, progress reports will be furnished at 5-day intervals. Progress reports will also be made when, because of the incident or the individual involved, greater concern on the part of the press or the DA Staff can be expected (sec I, chap. 4).

When the patient is in a CONUS hospital and the PNOK (normally spouse) is present and the SNOK (normally parents) are also in CONUS, additional notification is not required unless there is an indication that NOK are not being notified of the patient's progress.

★ b. Additional reports will be furnished immediately—

(1) When the patient is evacuated to another OCONUS hospital or evacuated to CONUS from an OCONUS hospital. The report will include a regular progress report (para 2-15) and information regarding date of evacuation and destination.

(2) When the patient arrives at a new hospital after evacuation involving a major movement (e.g., Korea to Japan). Reports submitted under these circumstances will include a complete admitting diagnosis and a regular progress report.

(3) When a change occurs in the patient's status as to VSI or SI.

2-14. Termination of reporting requirements. Progress reports will be terminated as indicated below:

a. *VSI and SI patients.* Upon removal of the

patient's name from the VSI or SI list.

b. SPECAT patients.

(1) For individuals located in CONUS, after the third report, providing the patient is capable of rationally communicating with his NOK.

(2) For individuals located outside of CONUS who have suffered some permanent impairment (e.g., loss of a major extremity), only at such a time as the individual is evacuated to CONUS or to another overseas area where the NOK is located.

(3) For individuals located outside of CONUS who have sustained some temporary impairment (e.g., burns), after the third report, providing the temporary limitation no longer exists and the patient is capable of communicating with NOK.

c. Special interest cases. Progress reports may be terminated after the third report, unless otherwise indicated by HQDA.

2-15. Content of reports. *a. Control.* Each report will deal with only one patient and will be sequentially numbered for control purposes.

Section V. HEALTH AND WELFARE REPORTS

2-16. General. *a.* Most health and welfare reports are generated at the request of the NOK as a result of the individual having—

(1) Because a casualty, but not having been injured severely enough for the NOK to have been notified.

(2) Been hospitalized or medically evacuated.

(3) Been the subject of a hoax.

b. All requests for a health and welfare report which are not casualty-related will be referred to Cdr, MILPERCEN (DAPC-EPA-P), Alexandria,

★ *b. Details.* Reporting commands will ensure that all relevant details concerning the health, well-being, and medical progress of patients are included. As a minimum, information concerning the *medical progress*; prognosis; morale; current and anticipated treatments, to include surgical operations; additional and terminated diagnosis; anticipated period of hospitalization; or evacuation to either CONUS or another overseas hospital. In addition, any information that might reduce the anxiety of the NOK, such as state of consciousness, degree of alertness, whether the individual is taking nourishment, whether the patient is ambulatory, diet (intravenous, regular), and status (i.e., remains VSI), will be included. If an ITO to NOK (para 7-6) has been issued, each report will indicate that the NOK is or is not in the command. Departure of NOK from the command will also be reported.

c. Final Reports. These reports will be clearly identified.

VA 22331 for enlisted personnel; and Cdr, MILPERCEN (DAPC-OPR-P), Alexandria, VA 22332 for officer personnel.

2-17. Health and welfare reports, hostile areas (STATREP). *a.* All inquiries regarding the health and welfare of personnel who are located in hostile areas or who have been evacuated to a nonhostile area as a result of service in a hostile area will be referred to HQDA. This restriction is intended to eliminate multiple inquiries when the information requested is readily available in HQDA; it is

in no way intended to usurp the prerogative of the American Red Cross.

b. In referring health and welfare inquiries to HQDA, the following information is required:

(1) Name, rank, SSN, and organization of the individual.

(2) Name, address, telephone number, and relationship of the person initiating the inquiry.

(3) Specific reason for requesting a health and welfare report.

c. Upon receipt of STATREP information from the oversea command, HQDA will appropriately respond to the initiator of the request.

2-18. **Hoax cases.** The term "hoax case" covers those instances in which the NOK is furnished questionable casualty information by an unofficial source. All commanders need to

be alert to these cases and must refer them immediately to HQDA.

a. The same minimum information as is listed in paragraph 2-17b is required. In addition, the following information will be furnished:

(1) Claimed type of casualty (i.e., dead, missing, etc.).

(2) Method by which the NOK was informed.

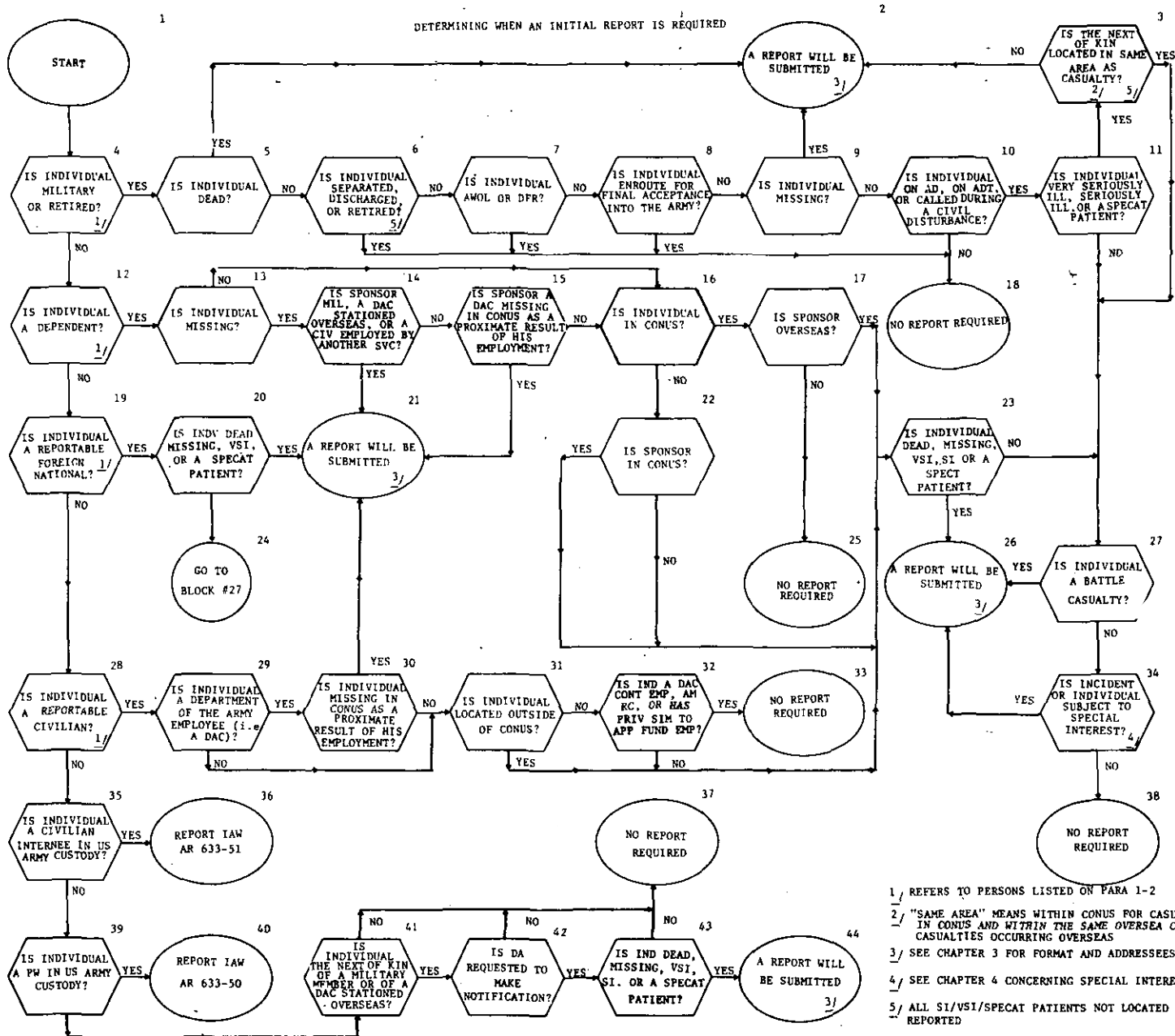
(3) Such other information as may be readily available.

b. HQDA will notify commanders that the individual about whom they are requested to furnish information is the subject of a known or suspected hoax. Processing of these hoax cases will be accomplished with the utmost dispatch, telephonically if possible.

c. Upon receipt of information from the oversea command, HQDA will, in turn, respond to the initiator of the request.

TABLE 2-1

DETERMINING WHEN AN INITIAL REPORT IS REQUIRED



1/ REFERS TO PERSONS LISTED ON PARA 1-2

2/ "SAME AREA" MEANS WITHIN CONUS FOR CASUALTIES OCCURRING IN CONUS AND WITHIN THE SAME OVERSEA COMMAND FOR CASUALTIES OCCURRING OVERSEAS

3/ SEE CHAPTER 3 FOR FORMAT AND ADDRESSEES

4/ SEE CHAPTER 4 CONCERNING SPECIAL INTEREST CASUALTY MATTERS

5/ ALL SI/VSI/SPECAT PATIENTS NOT LOCATED IN CONUS WILL BE REPORTED

CHAPTER 3

PREPARATION OF CASUALTY REPORTS

3-1. General. This chapter outlines the basic procedures to ensure standard, timely, and accurate preparation of casualty reports.

3-2. Addresses for casualty reports. See table 3-1.

3-3. Security classification. *a.* Casualty matters are assigned the protective marking of "FOR OFFICIAL USE ONLY" in accordance with AR 360-5. After verification that the NOK has been notified, these markings may be removed. A case on a missing individual will continue to be marked FOUO until the individual is returned to military control or until the individual's status is changed to deceased.

b. In some cases, certain information necessary to complete the casualty report may be classified. In such cases, the following procedure will apply:

(1) An initial report containing the unclassified basic data will be prepared and dispatched with the protective marking "FOR OFFICIAL USE ONLY".

(2) Each item that required a classified entry will contain the comment: "CLASS-SUPP REPT FOLLOWS."

(3) An appropriately classified supplemental report will be prepared and dispatched.

3-4. Dispatch of reports. *a.* Casualty reports will normally be sent by electrical means unless circumstances dictate otherwise (chap. 4).

b. Casualty messages processed through military communications facilities to or from overseas destinations will be assigned an "IMMEDIATE" precedence. Messages originating from a CONUS CAC to HQDA will be assigned a "PRIORITY" precedence, except when HQDA is requested to make notification; in those instances, the "IMMEDIATE" precedence will be used.

c. In the event of condition MINIMIZE, data will continue to be transmitted via electrical means or by telephone.

3-5. Report of delivery. Military communications facilities transmitting a casualty message will request a report of delivery from HQDA using the "Z" signal. The "Z" signal will only be used for initial or status change reports. The "Z" signal will not be

used on casualty messages transmitting supplemental or progress reports. Messages not acknowledged within 24 hours after dispatch will be retransmitted at the same time they are being traced by the originator.

3-6. Casualty report codes. Codes to be used in the casualty report, along with their meanings, are listed in table 3-2.

3-7. Casualty report items. There are 73 possible items of information involved in casualty reporting. Table 3-3 lists instructions for completing these items. Casualty report items 38 through 52 will be emphasized for accuracy and full disclosure. Information contained in these items will be provided the NOK and therefore must be stressed so as to enable NOK to be informed of the facts surrounding the service member's death.

a. Not all of these items will be necessary for a particular casualty report. To determine which items are required, refer to table 3-4.

b. If an item is required by table 3-4 for a particular report and the information is—

(1) Negative (NO or NONE), an entry indicating the fact is necessary.

(2) Classified, the procedure in paragraph 3-3 will be followed.

(3) Unknown, indicate (UNK SUPP to follow).

c. If an item is not required, the item and the item number will be skipped.

3-8. Format of reports. A standard subject line, "SUBJ: CASUALTY REPORT", will be included in each report. Sample reports showing the correct format are shown in figures 3-1 through 3-4. These samples are included only to show the format of the report and will NOT be used to determine which items are necessary for a particular report.

★ 3-9. Preparation of the report when the individual is away from his/her station of assignment. When an individual becomes a casualty while away from his/her permanent station (e.g., individual is on leave), the CAC in whose area the casualty occurs is responsible for submission of the casualty report. Since the CAC may not be able to supply all

the required items of information, the following applies:

a. A casualty report containing the items of information available will be submitted to the normal addressees (table 3-1), to the CAC or major oversea commander having responsibility for the area in which the individual's permanent station is located, and to the commander of the individual's permanent station.

b. Upon receipt of the casualty report, the CAC or major oversea commander having responsibility for the area in which the individual's permanent station is located, will obtain personal data from the commander of the individual's permanent station and will submit those data, in the form of a supplemental report, to the original addressees and the CAC or major oversea commander who submitted the initial casualty report.

c. The reporting CAC or major oversea commander preparing the initial casualty report will monitor the case to ensure that a supplemental report is submitted.

3-10. Casualty reporting for other US Armed Forces. When an individual becomes a casualty and the sponsoring service is not nearby, the commander who would submit a report for Army personnel will handle the initial reporting. The format for these reports is the same as for normal reports; however, the title of each item will be included since the other service may not have a copy of this regulation. The reports will be addressed as follows and HQDA will be included as an information addressee.

Service	Address
★ US Air Force	AFMPC/MPCCA Randolph AFB TX HQ USAF/MPEY
★ US Navy	Commander, Naval Military Personnel Command (NMPC-642), WASH DC
US Marine Corps	Commandant of the Marine Corps WASH DC (MSPA-1)
US Coast Guard	Commandant, US Coast Guard WASH DC/IG-PS-1/TP 56

3-11. Reporting for allied governments and reporting foreign national students. a. In CONUS.

(1) When personnel of an allied government become casualties, the commander in whose area the casualty occurs will provide the responsible reporting commander with information on which to prepare a casualty report. The reporting commander will submit a report to HQDA. This information will

then be relayed to the Assistant Chief of Staff for Intelligence. In addition, when a foreign national student who is the responsibility of DA dies or becomes missing in CONUS, the responsible CAC will furnish a telephonic report to the Deputy Chief of Staff for Operations and Plans, in accordance with AR 550-50. The addressees for these reports are shown in table 3-1; the format is the same as that for normal reports.

(2) When representatives of the person's government are located near the installation or medical facility, the local commander will personally notify these representatives.

b. *Outside CONUS.*

(1) The US Army medical treatment facility commander will notify appropriate national authorities located near the facility and will furnish a report to the commander of the US Army element of the joint or unified command when personnel or armed forces of allied nations are patients and are affected by any one of the following.

(a) Placed on or removed from the VSI or SI list.

(b) Loss of hand, foot, limb, or eye.

(c) Death.

(2) Commanders of US Army elements of joint or unified commands will maintain a current list of authorities of allied nations who are to be notified of casualties and will report casualties to the proper authorities. There is no fixed format for such reports.

(3) The NATO agreement implemented by this paragraph is STANAG 2132.

3-12. Casualty reports on nonmilitary personnel residing overseas. Major oversea commanders (except Hawaii, Alaska, and Puerto Rico) will provide copies of all initial casualty reports (death only) to the nearest American embassy or consulate for those personnel listed in paragraph 1-2k, l, and m, their dependents, and the dependents of active duty personnel.

3-13. Casualty reports on certain Army general officers. a. A casualty report (death only) on any general officer in active service, or a general or lieutenant general in a retired status, will have the following additional information entered in item 73, "Remarks." This additional information will be included in an Army-wide message, prepared by HQDA, announcing the death of these general officers.

(1) Date, time, and location of funeral.

(2) Date, time, and location of interment.

(3) Statement that surviving NOK identified on DA Form 41/DD Form 93 is correct; if not correct, the correct information will be furnished in item 73, "Remarks."

(4) PNOK desires relative to expressions of sympathy, contributions, or memorials.

(5) Statement that PNOK either does consent

or does not consent to release of preceding information by HQDA in an Army-wide message announcing death of the general officer concerned.

b. The initial report will not be delayed if this information is not immediately available, but a supplemental report will be submitted as soon as the required information is available.

★ Table 3-1.
Addresses For Casualty Reports

★ Table 3-1.
Addresses For Casualty Reports

CATEGORY OF PERSON	CASUALTY STATUS	ACTION						INFORMATION ¹											
		DA WASHDC//DAAG-PEC//	CDRCPAC STL MO	Commander of Casualty Area in which NOK resides ²	DA WASHDC//DAMO-SSA//	DA WASHDC//DAAG-ZA//	DA WASHDC//DAAG-PED//	CDR USAFAC FT BENJAMIN HARRISON IN//FINCM-A//	CDR USAFAC FT BENJAMIN HARRISON ★ IN//DEPT 92//	CDR USAFAC FT BENJAMIN HARRISON IN//FINCP-G//	CDR USARPAC STL MO //AGU7-SAD-CAS//	Other info addressees req by reporting command	DA WASHDC//DAMI-ZA//	DIA 6-c, WASHDC	DA WASHDC//DASG-PSC-A// ★	DA WASHDC//DACS//	DA WASHDC//DAPE//	CDR USASC FT RUCKER* AL//PESC-D*	DA WASHDC//DAAG-PEC//
All reportable persons ³	Wounded, injured, or ill	X ₁₁			X ₅							X ₄				X ₈	X ₈		
All reportable persons <i>EXCEPT</i> US Army retired, separated, or discharged. ³	Dead, missing, or returned to military control	X		X	X ₅	X	X		X ₁₃	X ₁₂		X ₄	X ₆	X ₆	X	X ₉	X ₁₀	X	
Retired general officers	Dead	X		X		X	X	X	X		X	X				X	X		
Retired, separated, or discharged person who dies within 120 days after retirement, separation or discharge (includes persons on TDRL)	Dead	X		X		X ₇	X	X	X		X	X							
All other retired persons (includes persons on TDRL)	Dead		X	X		X ₇	X	X	X			X							X ₄

¹ Information addressees will not accomplish any notification action solely on the basis of casualty report.

² This addressee will be included *ONLY* for casualties occurring in CONUS.

★ For individuals who become casualties while away from their permanent station, the Casualty Area or major overseas commander having jurisdiction over the unit of assignment will be an action addressee (para 3-9). For those individuals who become casualties while en route PCS, the Casualty Area or major overseas commander having jurisdiction over the new unit of assignment will also be an information addressee.

³ The State adjutant general will be an information addressee on all casualty reports pertaining to ARNG personnel of that State. The supporting CID activity will be an information addressee when medical authorities cannot determine that a noncombat death resulted from natural causes (see para 2-3c).

⁴ To be included *ONLY* for foreign national students who become casualties in CONUS (para 3-11).

⁵ To be included *ONLY* for missing (PUNCH, DELAY, VIGOR, BLEAK, INERT, TARRY, STRAY) or returned to military control (BRICK).

⁷ To be included ONLY for persons on TDRL. When included it will contain "For: DAAG-PEC."

⁸ To be included ONLY for general officer casualties.

⁹ To be included on initial reports only for O-6's and above.

¹⁰ To be included on all initial reports; supplemental reports on general officers ONLY.

★¹¹ To be included ONLY if notification by HQDA is required (chap. 5) or if the casualty is the result of hostile action. Oversea commander will report all cases to HQDA, except on dependent cases where CONUS notification is not required.

¹² Do not include USAFAC as an information addressee on reports of civilians who die overseas.

*¹³ This addressee will be included for all reportable deceased persons only (including Army retirees).

Table 3-2. Codes To Be Used in Casualty Reports

Line		Code
1.	Type of Report	
	Initial report	INIT
	Status change report	STACH
	Supplemental report	SUPP
	Progress report	PROG
3.	Casualty status	
	Died before reaching a medical facility	ETHER
	Died after reaching a medical facility	HINGE
	Died as a result of injury or illness while participating in training activities	COACH
	Captured by a hostile force	DELAY
	Missing in action	PUNCH
	Detained in a foreign country	TARRY
	Unknown	UNDET
	Interned in a foreign country	INERT
	Besieged by a hostile force	VIGOR
	Beleaguered by a hostile force	BLEAK
	Missing nonbattle	STRAY
	Returned to US military control from a prior status of battle missing (DELAY, VIGOR, BLEAK, IN- ERT, OR PUNCH)	BRICK
	Returned to US military control from a prior status of nonbattle missing (STRAY or TARRY)	TRACE
	Very seriously wounded, injured, or ill	SMITE
	Seriously wounded, injured, or ill	GAVEL
	Special category patient	DRIVE
	Not seriously wounded, injured, or ill; hospital care required	FRIAR
	Not seriously wounded, injured, or ill; treated at a medical facility and returned to duty within 24 hours	ABBOT
	Not seriously wounded, injured, or ill; treated and returned to duty	VICAR
*38, 40.	Vehicular Involvement	
	Ground vehicle	WHEEL
	Watercraft	WATER
	Fixed wing aircraft	FIXED
	Rotary wing aircraft	ROTOR
	Unable to classify (explain following code word)	UNCLAS
	More than one type involved (list each following code word)	MULTI
	No vehicular involvement	NONE
	Ownership of vehicle	
	Commercial	COML
	Contract (Government contract)	CONTR
	US Government-owned (includes military vehicle)	USGOVT
	Private	POV
	Other (specify following code word)	OTHER
	Multiple ownership (list following code word)	MULTI
47.	Inflicting force	
	Enemy	ENEMY
	Allied	AMIGO
	United States forces	BUDDY
	Other (specify following code word)	OTHER
52.	Notification of progress	
	Making normal improvement	AGATE
	Convalescing	BIBLE
	Not making normal improvement	CRIMP
	Condition remains the same	STALE
	Seriously ill (not SI or VSI last report)	RISKY
	Complication classified as serious after battle wound	RHINO
	Sinking rapidly	ROGUE
	Removed from SI list and not placed on VSI list	WRITE
	Released from hospital	ERECT

SI (previously VSI)	PROVE
VSI (previously SI)	IMPEL
SI or VSI and evacuated or transferred (enter date and place to which evacuated following code word)	BROKE
Removed from VSI or SI list and will be evacuated to the United States	SCRAM
Evacuated to the United States (enter date following code word)	EVENT
56. Types of additional pay	
Incentive pay, parachute	PUMAS
Incentive pay, demolition	DEMON
Incentive pay, aerial flight (crewmember)	ANGLE
Incentive pay, aerial flight (noncrewmember)	FAULT
Special pay, foreign or sea duty	FORGE
Special pay, Medical, Dental, or Veterinary Corps officer	MEDIC
Special pay, diving duty	DIVER
Special pay, proficiency	PROOF
Hostile fire pay	POWER
Multiple (show types following code word)	MULTI
Incentive or special pay, other (specify following code word)	GLOBE
67. Payment of death gratuity	
The reporting command has possession of the decedent's personal financial record (PFR) and death gratuity will be paid by the finance and accounting officer directly to the surviving lawful spouse	WILLPAY
The reporting command has possession of the decedent's PFR and payment of the death gratuity to the lawful spouse is authorized. However, direct payment by the reporting command is not practical due to the location of the spouse.	PAYAUTH
The reporting command has possession of the decedent's PFR and there is no known surviving spouse	NOSPOUSE
The reporting command does not have possession of the decedent's PFR	NOPFR
Other (specify following code word)	OTHER
68. Line of duty status	
Investigation required	DOUBT
No investigation required	DANDY
★ 72. Status of remains	
Next of kin has custody of remains and is arranging disposition	RAVEN
Remains individually identified and will be shipped to the United States or if in the United States, disposition will be accomplished as directed by the next of kin.	READY
Remains individually identified and will be interred in an overseas cemetery.	COVER
Remains have been recovered with others. They are not individually identifiable and will be shipped to the United States or if in the United States, to a national cemetery as directed by the appropriate authority	UNITE
Remains have been recovered with others. They are individually identifiable and will be interred in an overseas cemetery in a group burial	AUGUR
Remains have been recovered which are believed to be those of the individual in question. The remains are pending individual identification.	DETER
Remains not recovered.	RENOR

Table 3-3. Instructions for Completing Casualty Report Items

Item	Title	Instructions
01.	Type of report	Enter the proper code for the type of report being prepared (table 3-2).
02.	Type of casualty	Enter BATTLE, NONBATTLE, or UNK, as appropriate.
03.	Casualty status	Enter the code from table 3-2 which reflects the current casualty status of the individual.
04.	Report number	a. <i>INIT and STACH reports.</i> Each agency submitting reports to DA will establish on a calendar year basis, a sequential numbering system for initial and status change reports. Enter the current number in this item.

Table 3-3. Instructions for Completing Casualty Report Items—Continued

Item	Title	Instructions
		<p><i>b. SUPP reports.</i> Enter the number of SUPP reports (including this one) submitted on this individual. For example, if this was the fifth supplemental report to the initial report submitted on this individual, the correct entry would be 5.</p> <p><i>c. PROG reports.</i> Enter the number of PROG reports submitted on this individual, including this one, in the same manner as for SUPP reports.</p>
05.	Previous casualty status	Enter the code which was contained in item 03 of the INIT report submitted on this individual.
06.	Previous report number	Enter the report number contained in item 04 of the INIT report submitted on this individual.
07.	Reporting unit identification	Enter the command, agency, etc., submitting the report followed by that unit's identification code (UIC), if applicable.
★ 08.	Category of individual	Enter MILITARY, CIVILIAN, RETIRED, DEPENDENT, or FGN NATL , as appropriate. If decedent has dual status, e.g., retired/DOD civilian, so state.
09.	SSN/and ASN if any	Enter the reported individual's SSN and repeat it. If the individual has no SSN, or if the SSN is unknown, so state. Add ASN if any and repeat it.
10.	Name/Name	Enter the reported individual's last name, first name, and middle name and repeat it.
11.	Sex	Enter the reported individual's sex.
★ 12.	Race-Pop-Grp	Enter the reported individual's race Red (American Indian); Yellow (Asian/Mongoloid); Black (Negroid or African); White (Caucasoid); other.
13.	Date of birth and place of birth (city and State)	Enter the reported individual's date of birth using two positions for year, two positions for month, and two positions for day (751231).
14.	Citizenship	Enter the reported individual's country of citizenship. Do not use abbreviations.
15.	Grade and rank	Enter the appropriate code; if not applicable, omit.
16.	Component	Enter the reported individual's component, using RA, USAR, AUS, or ARNGUS.
17.	Organization and station of assignment	Enter the reported individual's organization down to company level, followed by the UIC of the unit, if applicable.
18.	Duty MOS	Enter the reported individual's duty MOS. This entry will consist of a total of 5 digits in all cases (enlisted personnel). If the individual does not have a special qualification identifier, enter a "0" (zero) in the position normally occupied by the identifier. For officers enter the OPMS specialty skill identifier.
19.	Date commenced tour	Enter the date the individual commenced his tour in a hostile fire zone or an area authorized oversea pay using the format shown in item 13. If the individual was serving on an extension of a normal tour, the date should be followed by an X (i.e., 720120X).
20.	Branch of service	Enter the appropriate branch code.
21.	Source of commission	Enter USMA, ROTC, OCS, or OTHER. If the entry is OTHER, show source of commission following code.
22.	Rank/grade of sponsor	Enter the rank/grade code of the sponsor; if not applicable, omit.
23.	Name of sponsor	Enter the last name, first name, and middle name of the sponsor.
24.	Relationship of casualty to sponsor	Enter the relationship of the casualty to the sponsor.
25.	SSN of sponsor	Enter the SSN of sponsor.
26.	Organization of the sponsor	Enter the organization of the sponsor. NO UIC is necessary.
27.	Date of retirement/REFRAD	Enter the date of retirement/REFRAD, using the format shown in item 13.
28.	On TDRL	Enter YES or NO.
29.	Date placed on TDRL	Enter date placed on TDRL, using format shown in item 13.
30.	Continuously hospitalized from date of retirement	Enter YES or NO.

Table 3-3. Instructions for Completing Casualty Report Items—Continued

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
★ 31.	Legal residence or HOR	Enter HOR for military. Enter actual residence and official station claimed in transportation agreement for DOD civilians. Include Zip Code. If no transportation agreement, so state.
★ 32.	Date and place of last entry on active duty	Enter the date and place of last entry on active duty.
33.	Source of pay	Enter AFE for appropriated fund employees, NAF for nonappropriated fund employees, or OTHER (and specify following code).
34.	Employer identification	Enter the specific employer of the individual.
★ 35.	Name, address, telephone no. and relation of NOK to be notified.	Enter the full name, relationship, and complete address and telephone no. (including ZIP code) of the next of kin to be notified.
36.	Name, address, relation, and date notified of NOK already notified.	Enter date as in item 35 for next of kin already notified.
37.	DA Form 41/DD Form 93	Enter the date of preparation of DA Form 41/DD Form 93, a dash, and the date of the latest review.
★ 38.	Vehicular Involvement	Enter the code from table 3-2 which reflects the vehicular involvement.
39.	Type of vehicle	Enter the specific type of vehicle involved (e.g., automobile, train, etc.).
40.	Ownership of vehicle	Enter the code from table 3-2 which reflects the ownership of the vehicle.
41.	Position aboard vehicle.	Enter the individual's specific position aboard the vehicle.
42.	Duty status at time of incident	Enter DUTY, LEAVE, PASS, AWOL, OFF DUTY, HOSPITALIZED, etc. If AWOL or DFR, include the date placed in that status.
43.	Date-time group of incident	Enter the date-time group in local time.
44.	Place of incident	Enter as specifically as possible, and in unclassified terms, the place where the incident occurred, including the name of a nearby town. In hostile areas, and when reporting a battle casualty in other areas, include the grid coordinates. If the location is classified, so state and indicate that a classified SUPP will follow.
45.	Activity at time of incident.	For battle casualties, enter the general mission of the individual's unit. In other cases, describe the individual's activity at the time of the incident.
46.	Circumstances	Enter what happened. Report facts. If circumstantial evidence exists which cannot be confirmed, include it, but clearly indicate where fact ends and supposition begins. Provide as much information as possible, but do not delay reports pending accumulation of details.
47.	Inflicting force	Enter code from table 3-2.
48.	Diagnosis	Enter complete diagnosis(es), to include all injuries or ailments in non-technical language for VSI/SI/SPECAT patients. Description of injuries will include causative agent and circumstances. The information reported is subject to extensive scrutiny by the next of kin and their family physician. Be certain to report complete information and proper identification as to right or left, etc.
49.	Prognosis	Enter the reported individual's prognosis (e.g., good) as specified by appropriate medical authority.
50.	Place hospitalized	Enter both the hospital identification and the hospital location.
51.	Complete mailing address.	Enter the complete, current mailing address of the reported individual, to include ZIP code or APO.
★ 52.	Medical progress.	Enter the code from table 3-2 which reflects the individual's medical progress (for progress reports only). Also enter a detailed narrative statement (para 2-15) indicating the medical progress, date(s) placed on or removed from the VSI or SI list, period of hospitalization, evacuation plans, etc.
53.	Survivor assistance to be furnished by rept command?	Enter YES or NO.
54.	PEBD/BASD.	Enter the individual's pay entry basic date (BEPD) followed by basic active service date (BASD) using format in item 13.

Table 3-3. Instructions for Completing Casualty Report Items—Continued

Item	Title	Instructions
55.	Amount of basic pay	Enter the specific amount of basic pay.
56.	Type of additional pay	Enter the code from table 3-2 which reflects the type of additional pay.
57.	Religious preference	Enter the specific denomination.
58.	Received religious ministrations	Enter YES, NO, or UNK.
59.	Decorations and awards	Enter all decorations and awards, using the abbreviations found in AR 310-50.
60.	Officially recommended for promotion	Enter YES, NO, or UNK.
61.	Date recommended	For O-1's, O-2's, W-1's, and W-2's, enter the date of the DA Form 78 (Recommendation for Promotion of Officer). For enlisted personnel, enter the date of the approved recommended list on which the individual's name appears or the date recommended by his commander.
62.	Rank/grade to which recommended	Enter the specific rank/grade to which recommended.
63.	Held higher rank/grade	Indicate whether the individual held a higher grade for 6 months or more by entering YES, NO, or UNK.
64.	Rank/grade held	Enter the specific rank/grade held.
65.	Period held	Enter the period during which the rank/grade was held.
★ 66.	Servicemen's Group Life Insurance (SGLI) data and date DA Form 41 (dated 1 Apr 74) or DD Form 93 with VA Form 29-8286 were forwarded to HQDA (DAAG-PES)	Enter amount of SGLI in force, beneficiary designations, and settlement options, if any. Enter dates and periods of time lost due to AWOL during current period of enlistment (enlisted personnel) or tour of active duty (officer). Such periods will include military and civilian confinement. If more than one period, separate with semicolons. If the individual was scheduled for ADT or IDT, enter the inclusive dates (and times for IDT).
67.	Death gratuity data	Enter the code from table 3-2 which reflects payment of death gratuity.
68.	Line of duty status	Enter DANDY if no investigation is required; otherwise enter DOUBT.
69.	Date-time group of death	Enter the date-time group of death using local time.
70.	Place of death	Enter as specifically as possible, and in unclassified terms, the place of death. Include the name of a nearby town; grid coordinates are not necessary. If death occurred in a hospital, include the location of the hospital.
71.	Cause of death	Enter the specific medical diagnosis(es) and cause of death, using diagnostic nomenclature based on the provisions of section II, chapter 1; AR 40-400. In those instances where the individual was previously reported as wounded, include a notation to that effect. If an autopsy is being performed, so indicate in this item.
72.	Status of remains	Enter the code from table 3-2 which reflects the status of the remains. In the event member dies overseas and remains are in custody of local national authorities, indicate this in item 73. Also indicate anticipated date remains will be under US military control.
73.	Remarks	Use this item for reporting data not recorded elsewhere. Include any information necessary to clarify preceding items; to explain corrections or additions; for requesting ITO; to report other individuals involved in the same incident; to advise whether the remains are pending positive individual identification, etc. (For dependents, indicate if sponsor desires notification or nonnotification.) If SM is not married include the birth dates of both parents if available. If report is on a death of any general officer in active service, or a general officer or lieutenant general in a retired status, include: Date, time, and location of funeral; date, time, and location of interment; statement that surviving NOK identified on DA Form 41/DD Form 93 is correct, or if not correct, enter correct information; PNOK desires relative to expressions of sym-

Table 3-3. Instructions for Completing Casualty Report Items—Continued

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
		pathy, contributions, or memorials; and statement that PNOK does consent to release of preceding information in any Army-wide message, prepared by HQDA, announcing death of the general officer concerned.

Table 3-4. Items to be Included in Casualty Reports

Table 3-4. Items to be Included in Casualty Reports																		
ITEM NUMBER AND TITLE		INITIAL										STATUS CHANGE			PROG' SUPP'			
		MILITARY			CIVILIAN			*RET	DEPENDENT			WND TO	MIS TO	RMC	NON TO			
		DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND	DEAD	DEAD		HOSP			
01	TYPE OF REPORT	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02	TYPE OF CASUALTY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03	CASUALTY STATUS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04	REPORT NUMBER	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05	PREVIOUS CASUALTY STATUS											X	X	X	X	X	X	X
06	PREVIOUS REPORT NUMBER											X	X	X	X	X	X	X
07	REPORTING UNIT IDENTIFICATION	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08	CATEGORY OF INDIVIDUAL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09	SSN (AND ASN, IF ANY)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	NAME	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	SEX	X	X	X	X	X	X	X	X	X	X							
★12	RACE-POP-GRP	X	X	X	X	X	X	X	X	X	X							
13	DATE OF BIRTH AND PLACE OF BIRTH	X	X	X	X	X	X	X	X	X	X							
★14	CITIZENSHIP	X	X	X	X	X	X	X	X	X	X							
15	GRADE AND RANK	X	X	X	X	X	X	X										
16	COMPONENT	X	X	X				X										
17	ORGANIZATION AND STATION OF ASG	X	X	X	X	X	X											
18	DUTY MOS	X	X	X														
19	DATE COMMENCED TOUR ²	X	X	X														
20	BRANCH OF SERVICE ³	X	X	X														
21	SOURCE OF COMMISSION ⁴	X	X	X														
22	RANK AND GRADE OF SPONSOR								X	X	X	X ⁵	X ⁵	X ⁵	X ⁵			
23	NAME OF SPONSOR								X	X	X	X ⁵	X ⁵	X ⁵	X ⁵			
24	RELATION OF CAS TO SPONSOR								X	X	X	X ⁵	X ⁵	X ⁵	X ⁵			
25	SSN OF SPONSOR								X	X	X	X ⁵	X ⁵	X ⁵	X ⁵			
★26	ORGANIZATION OF SPONSOR								X	X	X	X ⁵	X ⁵	X ⁵	X ⁵			
27	DATE OF RETIREMENT ⁶							X										
28	ON TDRL AT TIME OF DEATH?							X										
29	DATE PLACED ON TDRL							X ⁶										
30	HOSPITALIZED SINCE RETIRE							X										
31	LEGAL RESIDENCE OR HOR	X	X		X	X	X					X	X					

1 March 1980

Table 3-4. Items to be Included in Casualty Reports

ITEM NUMBER AND TITLE	INITIAL												STATUS/CHANGE			PROG/ SUPP	
	MILITARY			CIVILIAN			RET*	DEPENDENT				WNO TO	MIS TO	RMC	NON TO	HOSP	
	DEAD	MIS	WNO	DEAD	MIS	WNO	DEAD	DEAD	MIS	WNO		DEAD	DEAD				
★ 32 DATE AND PLACE OF LAST ENTRY ON ACTIVE DUTY	X	X										X	X				
33 SOURCE OF PAY				X	X	X											
34 EMPLOYER IDENTIFICATION				X	X	X											
35 NOK TO BE NOTIFIED	X	X	X	X	X	X	X*	X	X	X	X	X	X	X			
36 NOK ALREADY NOTIFIED ⁷	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
★ 37 DA FORM 41/DD FORM 93	X	X	X														
38 VEHICULAR INVOLVEMENT	X	X	X	X	X	X	X	X	X	X	X						
39 TYPE OF VEHICLE*	X	X	X	X	X	X	X	X	X	X	X						
40 OWNERSHIP OF VEHICLE*	X	X	X	X	X	X	X	X	X	X	X						
41 POSITION ABOARD VEHICLE*	X	X	X	X	X	X	X	X	X	X	X						
42 DUTY STATUS	X	X	X														
43 DATE-TIME GP OF INCIDENT	X	X	X	X	X	X	X	X	X	X	X			X			
44 PLACE OF INCIDENT	X	X	X	X	X	X	X	X	X	X	X			X			
45 ACTIVITY AT TIME OF INCIDENT	X	X	X	X	X	X	X	X	X	X	X						
46 CIRCUMSTANCES	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
47 INFLECTING FORCE*	X	X	X	X	X	X		X	X	X	X		X				
48 DIAGNOSIS			X			X					X			X	X	X ¹⁰	
49 PROGNOSIS			X			X					X			X	X	X ¹⁰	
50 PLACE HOSPITALIZED			X			X					X				X	X ¹⁰	
51 COMPLETE MAILING ADDRESS			X			X					X				X	X ¹⁰	
★ 52 MEDICAL PROGRESS			X			X					X					X	
53 REPORTING COMD TO ASSIST	X	X		X	X		X					X ¹¹	X ¹¹				
54 PEBD/BASD	X	X										X ¹²					
55 AMOUNT OF BASIC PAY	X	X		X	X							X ¹²					
56 TYPE OF ADDITIONAL PAY	X	X										X ¹²					
57 RELIGIOUS PREFERENCE	X	X		X	X		X	X	X			X					
58 RCVD RELIGIOUS MINISTRATIONS	X			X			X	X				X	X				
59 DECORATIONS AND AWARDS	X											X ¹²	X ¹²				
60 RECOMMENDED FOR PROMOTION	X											X ¹²	X ¹²				
61 DATE RECOMMENDED ¹³	X											X ¹²	X ¹²				
62 RANK AND GRADE TO WHICH RECOMMENDED ¹³	X											X ¹²	X ¹²				

C2, AR 600-10

Table 3-4. Items to be Included in Casualty Reports

ITEM NUMBER AND TITLE	INITIAL												STATUS CHANGE			PROG' SUPP'		
	MILITARY			CIVILIAN			*RET	DEPENDENT			WND TO	MIS TO	BMC	NON TO				
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND	DEAD	DEAD						
63 PREVIOUSLY HELD HIGHER RANK AND GRADE	X										X ¹²	X ¹²						
64 GRADE AND RANK HELD ¹⁴	X										X ¹²	X ¹²						
65 PERIOD HELD ¹⁴	X										X ¹²	X ¹²						
66 SGLI DATA	X										X ¹²	X ¹²						
67 DEATH GRATUITY DATA	X										X ¹²	X ¹²						
68 LD STATUS ¹⁵	X										X ¹²	X ¹²						
69 DATE-TIME GROUP OF DEATH	X			X			X	X			X	X						
70 PLACE OF DEATH	X			X			X	X			X	X						
71 CAUSE OF DEATH	X			X			X	X			X	X						
72 STATUS OF REMAINS	X			X			X	X			X	X						
73 REMARKS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Notes:

- ¹ In addition to the required items, include all items to be corrected, or for which additional information is being reported.
- ² Include only for those individuals as stated in item 19 of table 3-3.
- ³ Include only for officer personnel.
- ⁴ Include only for dependents.
- ⁵ Include only if Item 28 is YES.
- ⁶ Include only if notification by TAGCEN, DA, is required (chap. 5).
- ⁷ Include only if any NOK has been notified prior to submission of the report.
- ★ ⁸ Do not include if Item 38 is NONE or if service member retired over 120 days.
- ⁹ Include only if battle casualties.
- ¹⁰ Include only if changed since last report on individual.
- ¹¹ Do not include for dependents.
- ¹² Include only for military personnel.
- ¹³ Include only if Item 60 is YES.
- ¹⁴ Include only if item 63 is YES, and higher rank held was WO or officer.
- ¹⁵ Do not include for battle casualties.
- ¹⁶ Indicate if USAR Ret, AUS Ret (10 U.S.C.), or USA Ret (10 U.S.C.).
- ★ ¹⁷ Include the date of preparation and date of latest review of the sponsor's DD Form 93 or DA Form 41.
- ★ Report same items on personnel who die within 120 days of retirement/REFRAD.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED					
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY				
		ACT	INFO				DATE - TIME		MONTH	YR	
01 OF 04		00	PP		EEEE						
BOOK NO	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM: (RELEASING AGENCY)</p> <p>TO: CDRTAGCEN WASHDC//DAAG-PEC</p> <p>INFO CDRUSAFAC FT BENJAMIN HARRISON IN</p> <p>(OTHER INFO ADDRESSEES REQ BY REPORTING CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. INIT</p> <p>02. BATTLE</p> <p>03. ETHER</p> <p>04. 203456</p> <p>07. HQ, USARV</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>11. MALE</p> <p>12. NEG</p> <p>13. 551024 LYNN, MA</p> <p>14. UNITED STATES</p> <p>15. PFC E-3</p>											
DISTR:											
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS					
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE											
SIGNATURE											
SECURITY CLASSIFICATION UNCLASSIFIED						DATE TIME GROUP					

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1972 769-278/1100

Figure 3-1. Sample INIT report.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO					DATE - TIME	MONTH	YR
02 of 04										
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM:</p> <p>16. AUS</p> <p>TO:</p> <p>17. CO D, 3d BN, 10TH INF, 19TH INF DIV, APO SF 90909</p> <p>18. 11B20</p> <p>19. 710305</p> <p>31. LYNN, MA</p> <p>32. 4 NOV 73, PHILA PA</p> <p>35. MR AND MRS DOUGLAS G. HARRIS (P), 234 EAST ST., DETROIT, MICHIGAN 24908</p> <p>36. NONE</p> <p>37. 12 AUG 70 - 29 MAR 71</p> <p>38. ROTOR</p> <p>40. USGOVT</p> <p>41. DOOR GUNNER</p> <p>42. DUTY</p> <p>43. 241245 OCT 71</p> <p>44. BIEN HOA (25), MILITARY REGION III, RVN COORD YS 101 994</p> <p>45. VISUAL RECON MSN</p> <p>46. ACFT HIT BY HOSTILE SMALL ARMS FIRE; ACFT CRASHED AND BURNED</p>										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS				
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED				
	SIGNATURE									
						DATE TIME GROUP				

DD FORM 173

1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1972 769-275/1100

Figure 3-1. Sample INIT report—Continued.

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED		
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
		ACT	INFO				DATE - TIME	MONTH	YR
03 OF 04									
BOOK	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM:</p> <p>47. ENEMY</p> <p>TO:</p> <p>53. NO</p> <p>54. 12 AUG 70</p> <p>55. 197.00</p> <p>56. MULTI-POWER, FORGE</p> <p>57. ROMAN CATHOLIC</p> <p>58. NO</p> <p>59. NDSM, VCM, VSM, EXP M-16, EXP M-14</p> <p>60. YES</p> <p>61. 20 OCT 71</p> <p>62. SP4 E-4</p> <p>63. NO</p> <p>66. NTL. 15 AUG 71 SGLI FORM IN MPRJ WB FWD WI 72 HRS TO C, CAS DIR, DA. FIFTEEN/DOUGLAS G. HARRIS/NO OPTION</p> <p>67. NOSPOUSE</p> <p>69. 241245Z OCT 71</p> <p>70. BIEN HOA, RVN</p> <p>71. PENETRATING MISSILE WND TO HEAD</p> <p>72. READY</p>									
DISTR:									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE									
SIGNATURE									
SECURITY CLASSIFICATION UNCLASSIFIED						DATE TIME GROUP			

DD FORM 173

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1972 769-278/1100

Figure 3-1. Sample INIT report—Continued.

15 January 1976

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO					DATE - TIME	MONTH	YR
04 OF 04										
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM:</p> <p>73. NONE</p> <p>TO:</p>										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS				
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED				
	SIGNATURE									
						DATE TIME GROUP				

DD FORM 173

1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1972 769-275/1100

Figure 3-1. Sample INIT report—Continued.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME	MONTH	YR	
01 OF 02		00	PP		EEEE					
BOOK NO	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: (RELEASING AGENCY)</p> <p>TO: CDRTAGCEN WASHDC//DAAG-PEC</p> <p>INFO CDRUSAFAC FT BENJAMIN HARRISON IN</p> <p>(OTHER INFO ADDRESSEES REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. STACH</p> <p>02. BATTLE</p> <p>03. BRICK</p> <p>04. 203455</p> <p>05. PUNCH</p> <p>06. 203320</p> <p>07. HQ, USARV</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. MARVIN, LYLE JAMES/MARVIN, LYLE JAMES</p> <p>35. MR AND MRS DOUGLAS G. MARVIN (P), 123 MAIN ST., NEW YORK, NEW YORK 13802</p> <p>36. NONE</p>										
DISTR:										
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SIGNATURE						SECURITY CLASSIFICATION UNCLASSIFIED		DATE TIME GROUP		

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1972 769-275/1100

Figure 3-2. Sample STACH report.

15 January 1976

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
		ACT	INFO				DATE - TIME	MONTH	YR
02 OF 02									
BOOK	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM:</p> <p>43. 300915 OCT 71 TO:</p> <p>44. LZ MARY, RVN COORD YS 202 984</p> <p>46. ON 24 OCT 71, WHEN DEFENSIVE POSN WAS OVERRUN, INDIV WAS STUNNED BY FRAG WND TO HEAD. INDIV LEFT AREA USING OPPOSITE SIDE OF HILL THAT UNIT USED. WHEN INDIV REGAINED SENSES, UNIT HAD DEPARTED. INDIV CLIMBED NEARBY RIDGE AND HID AND WAITED 5 DAYS HOPING UNIT WOULD RETURN TO PICK UP KIA. WHEN ACFT DID RETURN, MARVIN WAS TOO FAR AWAY TO REACH THEM. ON 6TH DAY, INDIV MOVED TOWARDS SOUND OF ARTY FIRE. ON MORNING OF 30 OCT 71, HE MADE HIS WAY TO LZ MARY.</p> <p>48. INDIV LOST 10 LBS DUE TO NOT EATING. FRAG WND TO BACK OF SKULL PROB CAUSED BY RPG.</p> <p>49. GOOD</p> <p>73. INDIV WOUNDED WHEN RETURNED. INIT REPT WB SUBMITTED WI 72 HRS. PROTECTIVE MARKING AUTO REMOVED IAW PARA AR 360-5</p>									
DISTR:									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE						SECURITY CLASSIFICATION UNCLASSIFIED			
SIGNATURE									
						DATE TIME GROUP			

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1972 768-278/1100

Figure 3-2. Sample STACH report—Continued.

15 January 1976

AR 600-10

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
		ACT	INFO				DATE - TIME	MONTH	YR
01 OF 01		00	PP		EEEE				
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM: (RELEASING AGENCY)</p> <p>TO: CDRTAGCEN WASHDC//DAAG-PEC</p> <p>INFO (AS REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. SUPP</p> <p>02. NONBATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 101000</p> <p>07. HQ, USAREUR</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>13. IATR 451123</p> <p>16. IATR RA</p> <p>73. NONE</p>									
DISTR:									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED			
	SIGNATURE								
						DATE TIME GROUP			

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1972 769-275/1100

Figure 3-3. Sample SUPP report.

15 January 1976

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
						UNCLASSIFIED				
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME		MONTH	YR
01 OF 01		00	PP		EEEE					
BOOK NO	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: (RELEASING AGENCY) 7</p> <p>TO: CDRTAGCEN WASHDC//DAAG-PEC</p> <p>INFO (AS REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. PROG</p> <p>02. BATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 101000</p> <p>07. HQ, USARV</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>52. STALE. STILL VSI; PD OF HOSP UNK. EVAC NOT CONTEMPLATED AT THIS TIME.</p> <p>73. NONE</p>										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS				
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED				
	SIGNATURE									
						DATE TIME GROUP				

DD FORM 173
1 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1972 758-275/1100

Figure 3-4. Sample PROG report.

CHAPTER 4

CASUALTY REPORTING UNDER SPECIFIED CIRCUMSTANCES

Section I. SPECIAL INTEREST CASUALTY MATTERS

4-1. General. Certain casualty matters, because of the nature of the incident or because of the individual(s) involved, generate unusual interest. The following casualty incidents have been designated as special interest casualty matters:

a. Multiple casualty events.

b. Unique or bizarre incidents resulting in a casualty that can be expected to generate news interest.

**c.* Any casualty incident involving a person subject to special interest (except outpatient treatment for illness for which the individual was not held for observation). Persons subject to special interest include:

(1) Active duty general officers and general officer designees.

(2) Retired general officers.

(3) Officers commanding battalions or units of similar size and responsibility in hostile fire areas.

(4) Field grade officers in advisory positions in hostile fire areas.

(5) Any Government official or public figure who becomes a casualty while under Army sponsorship.

(6) Returned prisoners of war on active duty.

(7) Other persons who have been identified by HQDA as subject to special interest.

d. An abbreviated casualty report may be submitted on persons listed in *c* above, which will include as a minimum, the name, rank, SSN, organization, circumstances surrounding admission to hospital (including dates and times), diagnosis, place hospitalized and the name/relationship/address of NOK who have been or are to be notified. In those cases when a person subject to special interest is placed on the VSI, SI, or SPECAT List, the provisions of chapter 3, this regulation, shall prevail and a casualty report will be submitted containing all informa-

tion required in table 3-4, this regulation.

4-2. Additional requirements in special interest casualty matters. *a.* Immediately upon receipt of information concerning a special interest casualty matter, the responsible reporting commander will relay all available information by the fastest possible method (normally telephone) to HQDA. This advance report is designed primarily to alert casualty personnel of the casualty event. It will not be delayed pending accumulation of complete and detailed information.

b. Unless advised otherwise, all status-change and supplemental reports pertinent to such special interest casualty matters will also be relayed by the fastest possible method (normally telephone) to HQDA.

c. Progress reports will be required (para 2-12) every 5 days, even though the patient is listed in the category of not seriously ill or injured. Termination of these progress reports may be made after the third report unless otherwise indicated by HQDA.

d. All telephonic reports of this nature will be confirmed by electrical message.

e. All reportable persons involved in a multiple casualty event will be reported, regardless of degree of severity of the illness or of the wounds or injuries sustained.

f. Elections by these individuals not to have their NOK notified normally will not be honored unless overriding considerations exist concerning the health and well-being of either the reported individual or his/her NOK.

g. Notification of the NOK of individuals involved in special interest casualty matters will be accomplished without regard to normal hours of notification, if such is deemed appropriate and is directed by HQDA.

Section II. CASUALTY REPORTING DURING CIVIL DISTURBANCES

4-3. Responsibilities. a. Major commanders.

(1) The major commander (CAC or major over-sea commander) in whose area the civil disturbance occurs is responsible for—

(a) Assisting the task force commander in all aspects of casualty reporting.

(b) Monitoring all casualty reports received from task force commander and processing those reports, as required in paragraph 4-5.

(2) The major commander from whose area Active Army personnel are deployed is responsible for providing the task force commander with trained personnel to perform the casualty reporting function.

b. *Installation commanders.* Commanders of installations from which Active Army units and/or individuals are deployed will process casualty reports received from the task force commander, as required in paragraph 4-5.

c. *Task force commander.* The task force commander will—

(1) Establish a casualty reporting unit as an integral organizational element of the task force.

(2) Institute effective procedures to facilitate the timely flow of casualty information from elements of the task force to the task force casualty reporting unit.

(3) Establish immediate communication for casualty reporting purposes with the commander in whose area the task force is deployed, the commander from whose area Active Army personnel are deployed, and the home unit commander of National Guard and Reserve personnel.

4-4. Categories of casualties to be reported during a civil disturbance. A casualty report is required when either Army National Guard personnel called into active Federal service or Active Army or Reserve personnel deployed with the task force or located in the area of operation of the task force are placed in one of the following categories:

a. Dead.

b. Missing (i.e., in one of the categories of the Missing Persons Act).

c. VSI or SI.

d. Injured or wounded, regardless of degree of

severity, as a direct result of sniper fire, mob action, or individual rioters.

e. Unknown or undetermined.

★ 4-5. Reporting procedures. a. Active duty personnel. When reporting active duty personnel, the task force commander will telephonically report the casualty to the commander of the installation from which the individual was deployed; telephonic communication will be confirmed by electrical message. The installation commander will obtain required personnel information and provide the CAC with information on which to prepare a casualty report. The CAC will then submit a casualty report to HQDA. Information copies will be provided to the commander in whose area the installation is located, the commander in whose area the disturbance is occurring, the unit commander of the individual, and the task force commander. The installation commander will also notify the NOK in accordance with current policies (chap. 5).

★ b. Army National Guard and Army Reserve Personnel. When reporting Army National Guard and Army Reserve personnel called into active Federal service, the task force commander will telephonically report the casualty to the individual's home unit commander. The unit commander will obtain required personnel information and submit a telephonic report to the CAC in whose area the disturbance is occurring. Telephonic communications will be confirmed by message utilizing most expeditious means. The CAC will submit a casualty report to HQDA and will notify the NOK in accordance with current policies (chap. 5). The State adjutant general will be an information addressee on all ARNGUS casualty reports submitted to HQDA. Extreme caution must be exercised during the initial 24-hour period after Army National Guard personnel are called into Federal service. Casualties which were sustained by guardsmen while they were under State control, but are reported after the Guard is called into Federal service, must be reported through Army National Guard channels. However, all questionable casualties in terms of time of the incident will be reported through Active Army channels.

4-6. Statistical data. The task force commander will compile, record, and develop statistical data on all casualties. The casualties will be categorically listed by type, to include those that are nonreportable. Statistical data recording will commence with the onset of the

operation and will continue until the operation is terminated. Data will be readily available for reporting upon request by HQDA. The information will be available to other commands on a need-to-know basis.

Section III.

CASUALTY REPORTING UNDER OTHER SPECIFIED CIRCUMSTANCES

4-7. Casualty reporting during hostilities. Commanders will prepare and periodically review procedures for casualty reporting to determine how effective and responsive these procedures will be during hostilities. Plans for a casualty reporting system during hostilities must consider and provide for:

a. A method of collecting casualty data within the area of operation, including the use of DA Form 1155 (Witness Statements on Individuals) and DA Form 1156 (Casualty Feeder Reports).

b. A means of verifying the casualty status by comparison of casualty information with military personnel records. Such records include DD Form 93 and DA Form 41 (Record of Emergency Data), strength reports, military police and straggler reports, PW reports, medical treatment facility admission and disposition reports, graves registration and mortuary interment reports, and intelligence information reports.

c. A mass casualty reporting system.

d. The maintenance of a master casualty file.

e. The maintenance of statistical data on casualties.

f. The preparation of letters of sympathy.

g. The timely determination of line of duty for nonbattle casualties.

h. The disposition of personnel records.

i. The provision of cutoff and disposition instructions for casualty files (AR 340-18-7).

4-8. Casualty reporting during movement by military air or sea to and from oversea commands. Should casualties occur while in the air or at sea, the commander responsible for submitting casualty reports (BUPERS MANUAL 4210100 or AFM 30-4) will do so under the regulations of the governing ser-

vice. If any Army member becomes a casualty, that commander is required to transmit the report by "IMMEDIATE" precedence message (Message address: DA WASH DC// DAAG-PEC//).

4-9. Casualty reporting during field exercises.

a. Actual casualty reports. When maneuvers or major exercises of division size or larger are conducted, the maneuver or exercise director, or the designated Army representative, will establish a central agency to prepare and process actual casualty reports while the exercise is in operation to the responsible CAC or oversea commander.

b. Simulated casualty reports. Simulated casualty reporting during field exercises is essential as a training device that adds not only depth but realism to command exercises. Special care and handling of such simulated reports are required to insure that exercise messages remain within the exercise channels. Paragraph 6-44, AR 105-31, will be explicitly followed.

4-10. Casualty reporting during an attack on CONUS.

a. Upon employment of military resources in support of civil defense operations, civil defense reports which include the number of casualties of both military and civilian personnel will be sent by the CAC concerned to the Commander, US Army Forces Command, Fort McPherson, GA 30330, as shown in AR 500-70.

b. Casualty information required by this regulation will be sent to HQDA and other designated headquarters, by any means, as soon as the tactical situation permits.

4-11. Prisoners of war in US Army custody.

The camp (or hospital) commander, or other

officer charged with the custody of a prisoner before his/her death, will comply with the provisions of AR 633-50.

When a civilian internee in US Army custody dies or becomes seriously ill because of injury or disease, the camp or hospital commander will comply with the provisions of AR 633-51.

4-12. Civilian internees in US Army custody.

CHAPTER 5

NOTIFICATION OF NEXT OF KIN

Section I. GENERAL NOTIFICATION POLICIES

5-1. General. Notification of a casualty will be made promptly to the NOK in an appropriate, dignified, and understanding manner. The notification procedures outlined in this chapter do not apply to prisoners of war in US Army custody or to enemy nationals.

5-2. Policies. *a.* The desires of the individual, as expressed on his/her DD Form 93 or DA Form 41 or as expressed upon his/her becoming a casualty, should be followed.

b. Officers will be used to the fullest practicable extent to accomplish personal notification as designated representatives of the Secretary of the Army. When this is not feasible, enlisted personnel in grades E7, E8, and E9 will be used; however, the grade of the notifier should be equal to or higher than that of the casualty.

c. When additional information is necessary (i.e., unknown address of another NOK), the individual making the initial notification will attempt to obtain the required data.

5-3. Conflicting evidence. If, after notification, evidence is presented which casts doubt on a report of death or missing status (e.g., a letter from the individual dated subsequent to the date of the casualty incident) an immediate telephonic inquiry through casualty reporting channels will be made and confirmed by electrical message. The command in which the casualty occurred will verify the individual's status and will provide an appropriate explanation through casualty reporting channels. The NOK will be advised personally of the results of the inquiry.

Section II. NOTIFICATION OF NOK OF DECEASED AND MISSING PERSONNEL

★ 5-4. General. Personal notification will be made to the PNOK and certain SNOK (para 5-7) of all deceased and missing individual's for whom casualty reports are required (table 2-1), with the exception of retired or separated personnel. *Personal* notification will be made to the NOK of retired personnel when the individual becomes a casualty overseas and the NOK is located in CONUS.

5-5. Responsibility for notification. **★ a.** Primary responsibility rests with one of the individuals listed below in whose area of responsibility the casualty occurs:

- (1) Casualty area commander.
- (2) Major overseas commander.
- (3) Senior Army representative.

(4) State adjutant general for ARNG personnel when death occurs during IDT as prescribed in Chapter 10.

b. When the NOK to be notified is not located in the area of any of the commanders listed in a(1) through (4) above, reassignment of notification re-

sponsibility will be accomplished as follows:

(1) When the casualty occurs in one CAC's area and the NOK to be notified resides in a different CAC's area, the casualty information required to accomplish personal notification will be reassigned telephonically between the two concerned CAC's.

(2) When the casualty occurs in CONUS and the NOK to be notified resides OCONUS, the casualty information required to accomplish notification will be relayed by immediate message to HQDA. HQDA then assumes responsibility for notifying the NOK residing OCONUS and for requesting disposition instructions for remains. (See para 4-4b(1)(b), AR 638-40 regarding relaying disposition instructions for remains to installation concerned.)

(3) When the casualty occurs in an overseas command and the NOK to be notified resides in CONUS, the responsible major overseas commander/senior Army representative, as appropriate, will relay the casualty report by immediate message to HQDA. HQDA then assumes responsi-

bility for effecting notification.

(4) When the casualty occurs in an oversea command and the NOK to be notified resides in a different oversea command, the major oversea commander and/or senior Army representative will relay the casualty report by immediate message to HQDA. HQDA then assumes responsibility for effecting notification and for requesting disposition instructions for remains. (See para 4-4b(2)(c), AR 638-40, regarding relaying disposition instructions received for remains to HQDA (DAAG-PED) WASH DC 20314.)

(5) When 4 hours have lapsed with no indication that the NOK has been notified, followup action will be initiated. Commanders responsible for notification will provide the reason for the delay and those actions which have been initiated to preclude future delays. The time limit established may have to be adjusted due to distances involved between the NOK's residence and the notifier's duty station or due to another similar condition, such as adverse weather.

5-6. Personnel resources. *a.* With a few exceptions, all officers, warrant officers, and enlisted personnel in grades E7, E8, E9 (including personnel assigned to Department of Defense or Joint agencies and activities, Army Reserve advisers, Army National Guard advisers (with the concurrence of the responsible State adjutant general), and ROTC instructors) are available for use in the personal notification system. The exceptions are:

(1) Individuals assigned to the US Army Recruiting Command and US Army Military Enlistment Processing Command (exempt from personal notification only).

(2) Students at military of civilian schools.

(3) Military intelligence branch personnel and other personnel whose duties are such that they are

required not to wear the uniform:

(4) Members of the Army Medical Corps may notify the NOK when the NOK is present at the place of death; however, they will not be used otherwise in the personal notification system, except under unusual circumstances. However, MSC officers may be used except those precluded in paragraphs 2-3 and 2-17, AR 40-1.

b. If a known medical condition of a NOK exists which could require the presence of a physician during notification, the following guidelines apply:

(1) The family physician should be consulted first, if possible. Notification should be made in the manner he recommends. If the family physician cannot be identified, any physician licensed to practice in the area where notification is to be made may be engaged to accompany the notifier. Operation and maintenance (OMA) funds will be used to reimburse the accompanying physician should a bill be submitted.

(2) Members of the Army Medical Corps will not be used to accompany the notifier in these cases; however, they may be consulted for advice if they have been treating the person to be notified.

5-7. Persons to be notified. *a. Primary next of kin (PNOK).* When the individual to be notified is:

(1) An individual's parent, both parents will be personally notified even if they are separated or divorced.

(2) Less than the age of majority and not the spouse, the next in the normal line of family relationship who has reached the age of majority, the child's guardian (if one has been appointed), or the person caring for the child, will also be personally notified.

b. Secondary next of kin (SNOK). Except as indicated in (3) below, notification of SNOK will NOT be accomplished until after the

PNOK has been notified. The SNOK will be notified by a commercial telegram filed at the nearest access point or, in oversea areas where no dependable commercial telegraph system exists, by a certified or similarly controlled letter signed by the commander or the commander's designated representative. However, in certain cases the SNOK will be notified by means of a personal visit.

(1) Parents who are SNOK of an individual who dies will be personally notified.

(2) Parents who reside near the PNOK will be personally notified by the same representative who notified the PNOK.

(3) If all efforts to contact or locate the PNOK have been unsuccessful, the SNOK will be personally notified and queried regarding the whereabouts of the PNOK.

(4) If a medical condition exists that would warrant notification in the presence of a physician.

c. No record of NOK. If there is no record of a person to be notified and the identity of the NOK cannot be determined locally, any information which may help in finding the NOK will be immediately relayed to HQDA.

d. Additional notification. If a dependent becomes a reportable casualty (table 2-1) and the sponsor desires that additional notification be made, such notification will be accomplished. In the event the sponsor and the dependent become casualties and the sponsor and the dependent are unable to express their desires, notification of the NOK of the dependent will be accomplished.

5-8. Notification procedures. The individual appointed to make personal notification will accomplish this in accordance with the guidance established in appendix A. Also, during notification the information contained in items 38 through 52 of the casualty report will be provided the NOK. However, judgment will be exercised to preclude gory or embarrassing details being provided.

5-9. Adverse medical reaction brought about by notification. Should a person suffer an adverse medical reaction which is directly attributable to a casualty notification, progress reports will be required.

a. If the person is hospitalized, a daily status report will be required until the individual is released, or until HQDA advises otherwise.

b. If the person is treated by a physician, but remains at home, a one-time status report will be required within 24 hours. Should the individual's condition worsen later and/or should hospitalization become necessary, daily status reports will be submitted as in *a* above.

5-10. Command procedures. *a. Method of communication.*

(1) *In CONUS.* In CONUS, telephonic communication will be used exclusively to expedite the dissemination of casualty notification information to and from HQDA, CAC's, and CONUS installations. The AUTOVON network will normally be used; however, if delay is experienced, commercial facilities will be used.

(2) *Oversea areas.* Telephonic communication will be used between commanders, where possible, to insure rapid dissemination of casualty notification information. Electrically transmitted messages may be used when telephonic communications are not available.

b. Hours of notification. Notification will be made with urgency. Except when the NOK is physically present at the place of death (e.g., at the hospital), personal notification normally will be accomplished during the local time periods from 0600 hours to 2200 hours. However, notification between DA and other commands is on a 24-hour-a-day, 7-day-a-week basis in order to provide maximum time in which to relay instructions and to select Army representatives to conduct the personal notification of the NOK.

c. Redirect actions.

(1) When the NOK to be personally notified has relocated within the geographic area of responsibility of the commander who has been designated to accomplish the notification action (para 5-5), that commander will redirect notification efforts within his command as necessary.

(2) When the NOK to be personally notified has relocated outside the geographic

area of responsibility of the commander who has been assigned primary responsibility for accomplishing notification (para 5-5), the commander concerned will immediately relay that fact, together with the most recent information concerning the whereabouts of the NOK, to the originator of the casualty information (HQDA or CAC). The originator of the casualty information will redirect notification action to the responsible commander within whose area the NOK has relocated. However, when the casualty occurs in CONUS, and the NOK to be notified remains in CONUS, redirect action will be accomplished between CAC's. To insure timely notification, if the NOK to be notified resides reasonably close to the location of the initial notifier, coordination between CAC's for the purpose of completion of notification by the initial CAC will be accomplished.

d. Confirmation messages.

(1) Except when the NOK was physically present at the place of death, every personal notification will be promptly confirmed by means of a commercial telegram (figs. 5-1 and 5-2). (Parents living together will receive only one confirming telegram.) Confirmation telegrams will not request instructions from NOK regarding disposition of remains; this will be handled in a separate message (AR 638-40).

(2) A firm 45-day address for NOK will be verified by the notifier to insure proper addressing of confirming telegram and other correspondence. In the event an address cannot be obtained, the notifier will report this to the headquarters directing notification.

(3) The confirming message will be dispatched by the installation commander in whose area the casualty occurred for CONUS casualties; the major overseas commander if the NOK is located overseas; or HQDA if the NOK is in CONUS and the casualty occurred overseas.

(4) Under no circumstances will a confirmation message be sent to the NOK until verification has been received that personal notification of the NOK has been accomplished.

(5) A confirming message to the PNOK will not be delayed pending determination as

to whether required personal notification(s) to other NOK has been accomplished, except when parents live together and only one parent has been personally notified. In these instances, since only a single confirming telegram is sent, it will be delayed until the other parent has been notified.

(6) In those overseas areas where a dependable commercial telegraph system is not available, confirmation messages may be sent by means of a certified or similarly controlled letter signed by the responsible commander or his designated representative. If the NOK will depart from the overseas command within 7 days, this type of confirmation is not necessary.

(7) If after the confirming message is dispatched factual information is received which differs from that previously provided the NOK, personal notification of these facts will be made and followed by a confirming message.

5-11. Exceptions. *a.* It is important that the NOK be spared the shock of learning unofficially of the casualty through public information sources. Therefore, the following exceptions will apply.

(1) When there is an indication of intense interest in a casualty incident by public news media and a danger exists that specific casualty information may be released by them before personal notification of the NOK can be made due to time and distance, the commander responsible for notification may personally make such exceptions as are necessary to insure notification of the PNOK. This may include lifting the restriction on hours for notification, use of the telephone, use of a telegram, etc.

(2) When there has been a delay in reporting a casualty and there is a strong likelihood that the NOK may learn of the casualty through unofficial sources, telephonic or other means of notification to the NOK may be made on approval of the responsible commander.

b. When a member dies in a hospital, the hospital commander is authorized to use the specific notification procedures requested by the NOK present at the time of death.

Section III. NOTIFICATION OF NOK OF REPORTABLE WOUNDED, INJURED, OR ILL PERSONNEL

5-12. General. This section pertains to notification procedures for NOK of reportable wounded, injured, or ill persons who are identified as:

- a. VSI
- b. SI
- c. SPECAT
- d. Not SI (battle).
- e. Not SI (nonbattle) and subject to special interest.

5-13. Commanders responsible for notification.

a. Primary responsibility for notification rests with the official indicated below within whose area of responsibility the casualty is located.

(1) *In CONUS.* The commander of the military medical facility in which the individual is located, or the commander having administrative responsibility for the non-military medical facility in which the individual is located.

(2) *Oversea commands.* The commander of the major oversea command within whose area of responsibility the casualty is located.

(3) *Other areas.* The senior Army representative.

b. When notification of the NOK is not within the capability of the responsible hospital commander, the casualty information will be relayed to the CAC, who will dispatch a casualty report, by immediate message, to HQDA. HQDA then assumes responsibility for effecting notification in the following instances.

(1) When the casualty occurs in CONUS and the NOK to be notified resides outside CONUS.

(2) When the casualty occurs in an oversea command and the NOK to be notified resides in CONUS.

(3) When the casualty occurs in an oversea command and the NOK to be notified resides in a different oversea command.

5-14. Method of notification. a. In cases involving persons who are hospitalized in a military

hospital and are very seriously wounded, or seriously wounded, injured, or ill, personal notification of the PNOK by the attending physician or appropriate professional members of the hospital staff is encouraged. In some instances, weather, time, and distance, as well as limited resources, will require the use of the telephone, or in those cases where the PNOK is not located nearby, a commercial telegram will be filed at the nearest access point to accomplish initial notification.

b. If a newsworthy individual is hospitalized or circumstances are such that special interest by the news media can be expected and the possibility exists that the PNOK may learn of the incident through other than official sources, notification will be made by the most expeditious means.

c. In all other cases, unless HQDA directs otherwise, the responsible commander will notify the NOK (PNOK and SNOK) by a commercial telegram filed in a timely manner at the nearest access point.

5-15. Notification desires of the individual. a. *Notification.* Since notification normally will not be made to the NOK of individuals who are categorized as "not seriously ill (battle)—hospital care not required, treated and returned to duty," individuals so categorized may elect, at the time of treatment, to have official notification made. When this option is exercised, a statement to that effect will be included in the remarks section of the casualty report.

b. *Nonnotification.* The DD Form 93 or DA Form 41 provides each service member with the opportunity to identify those NOK whom he desires not to have officially notified in the event he becomes a casualty. Such elections normally will be honored unless the individual is subject to special interest (para 4-2) or his wound, injury, or illness is of such severity that notification appears appropriate.

5-16. Information to be provided. Notification to the NOK will include the information contained in items 38 through 52 of the casualty

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report and paragraph 2-15 of this regulation. The concern and anxiety of the NOK should be lessened with the full disclosure of all facts concerning the case. Supplemental reports and notification as required, including progress reports, will be provided. In addition,

HQDA or the commander responsible for notification will provide the NOK with the telephone number of the responsible office from which additional information may be obtained.

western union				Telegram	
NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	<input type="checkbox"/> OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM	
Send the following message, subject to the terms on back hereof, which are hereby agreed to DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE REPORT DELIVERY (Name and address of addressee) The Secretary of the Army has asked me to express his deep regret that your (relationship), (grade and name), died in (location of casualty) on (date) as a result of (state the cause and circumstances). Please accept my deepest sympathy. This confirms personal notification made by a representative of the Secretary of the Army.					

WU 1211 (R 5-69)

★Figure 5-1. Sample notification telegram.



Telegram

NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	<input type="checkbox"/> OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM

Send the following message, subject to the terms on back hereof, which are hereby agreed to

DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE REPORT DELIVERY

(NAME AND ADDRESS OF ADDRESSEE)

The Secretary of the Army has asked me to inform you that your (relationship), (grade and name), was hospitalized in (place where incident happened) on (date) with a diagnosis (type of illness, nature of incident, and available circumstances). He/she has been placed on the seriously ill list and in the judgement of the attending physician his/her condition is of such severity that there is cause for concern but no imminent danger to life. Please be assured that the best medical facilities and doctors have been made available and every measure is being taken to aid him/her. Address mail to him at (name and address of medical treatment facility). You will be provided progress reports and kept informed of any significant changes in his/her condition.

WU 1211 (R 5-69)

★Figure 5-2. Sample notification telegram (SI).

CHAPTER 6

PREPARATION OF LETTERS OF SYMPATHY, CONDOLENCE AND CONCERN

Section I. LETTERS OF SYMPATHY

6-1. General. The letter of sympathy is designed not only as a means for extending expressions of sympathy to the PNOK, but also as an instrument through which the commander fully advises the NOK of the factual, detailed circumstances surrounding the military member's death or missing status.

6-2. To whom letters of sympathy will be sent.

a. A letter of sympathy will be sent to the PNOK of all deceased military members (including those in an AWOL status) and all missing military members, unless otherwise indicated in *c* below. Determination will be made by the general court-martial authority concerning whether to send a letter to the NOK in those instances involving deserters.

b. A letter will be sent to the parents when they are not the PNOK. If separated or divorced, individual letters will be prepared and dispatched to each parent.

c. Letters of sympathy will not be prepared for any NOK who, by his presence or through some appropriate source, is fully aware of the circumstances surrounding the casualty. In such cases, a letter of condolence will be prepared (para 6-8*a*).

6-3. Responsibilities for preparation of letters of sympathy.

a. The letter of sympathy will normally be prepared by the commander most knowledgeable concerning the individual and the circumstance surrounding the casualty. While this will usually be the individual's unit commander (company, battery, troop, or detachment), circumstances may require or even dictate that the letter will be written by another individual as outlined below:

(1) When a member dies or becomes missing while in a transient status, the commander having area responsibility for the location

in which the incident occurred will prepare the letter of sympathy.

(2) When a member dies in CONUS subsequent to evacuation from an oversea medical facility, the letter of sympathy will be prepared by the commander of the medical facility in which death occurred or, if death occurred in a nonmilitary medical facility, by the commander having administrative responsibility for the area in which the nonmilitary medical facility is located.

(3) When a member who is being medically evacuated dies while en route to a CONUS medical facility, the commander of the losing oversea medical facility will prepare the letter of sympathy.

b. Should an NOK express a desire to receive a letter of sympathy from the decedent's previous unit commander, this information should be relayed to HQDA for appropriate action.

6-4. Procedures for preparation of letters of sympathy.

a. When the casualty occurs in CONUS, the letter will be written within 24 hours after initial notification is dispatched to PNOK. The letter will be dated when prepared; however, it will not be mailed until confirmation has been obtained that notification of the NOK has been accomplished. The preparing commander will coordinate the mailing with the appropriate CAC or reporting commander to insure that all aspects of the letter are proper and correct.

b. When the casualty occurs outside of CONUS, the letter will be written within 24 hours after the time of the incident or the time of submission of the initial casualty report. The letter will be undated when prepared and will not be dispatched until confirmation is received that the PNOK has been

notified. Upon confirmation of notification, the letter will be dated and dispatched. If this confirmation has not been received within 48 hours after submission of the casualty report, a telephonic or electrical inquiry will be dispatched to HQDA regarding the status of notification action. Prior to dispatch of the letter, the preparing commander will coordinate with the reporting commander to insure the correctness of the letter.

c. See AR 95-5 for the procedures to be followed if the death or missing status resulted from an aircraft accident.

6-5. Content of letters of sympathy. Keep letter sincere and in simple language. Show a warm personal interest in the member and the person to whom the letter is addressed; extend condolences; and describe the circumstances attending the person's death or missing status. (Sample letters of sympathy are shown in figs. 6-1 and 6-2.)

a. Tell the circumstances factually, tactfully, sympathetically, and in logical sequence. Besides supplying enough facts to answer questions that the family would normally ask, give pertinent facts that would in some measure comfort the NOK (e.g., the member did not suffer, did receive the last rites of his/her faith, memorial services were held). When appropriate, information concerning the individual's work and efficiency and how he/she adapted to service life may be added. A statement about collection, safeguarding, and disposition of personal effects of the member may be included, provided the NOK is informed that the effects will be sent to the person authorized by law to receive them (AR 638-1). Avoid unfitting compliments and ghastly descriptions. Do not send photographs depicting casualties. Photographs and a tape recording of the memorial services may be included.

b. In cases of death from hostile action and cases of missing in action, facts will be provided describing the combat operation or action and other circumstances attending the member's status, when security restrictions permit. Include details concerning the date, geographic location, and type of action. Carefully describe how the incident occurred and,

if appropriate, indicate that medical aid was immediately available. State what the action accomplished if significant results were obtained, and describe the contribution of the member in this and other actions.

c. Care will be taken when describing a missing case to avoid statements which will cause the NOK to lose all hope for the return of the member or, conversely, to become overly optimistic about his/her chances of being returned.

d. Insure that information in the letter does not conflict with data previously provided in a casualty report. If information provided in a casualty report is later determined to be incorrect or incomplete, a supplemental report will be submitted to HQDA prior to dispatch of the letter of sympathy.

e. Letters of sympathy will not state that the member is being, or has been, recommended for a posthumous promotion, decoration, or award.

f. Letters to members of the same family, while agreeing on circumstances surrounding the casualty, will be changed somewhat to personalize each.

g. When full and accurate details cannot be furnished to the NOK until a thorough investigation or inquest has been conducted, an interim letter of sympathy will be prepared. Additional interim letters will be sent every 4 to 6 weeks, giving whatever facts are available. The letter will be sent sooner if significant facts are developed. The NOK will be advised that they will be informed as soon as the full facts are known. Casualty area and major oversea commanders will insure that these followup letters are sent on a timely basis for death cases. HQDA will keep the family informed of the facts on missing persons.

h. Do not use terms or abbreviations that are used predominately by the military (e.g., 1300 hours should be expressed as 1 p.m.). Avoid the use of the terms "line of duty" and "misconduct." Writers and reviewers will make certain that the details given in each case agree with the findings of an investigation if one was conducted.

i. In cases of homicide or suicide, it is necessary to include a brief, carefully worded statement of the circumstances of death so

that the addressee will not misconstrue the cause and manner of death. Be factual about the cause of death, but do not supply information that will reflect unfavorably on the decedent unless needed to explain the cause of death.

j. Do not include statements that might be the basis for a claim against the Government or another agency or individual, or the disclosure of which is prohibited by security regulations.

6-6. Review and dispatch of letters of sympathy. The general court-martial authority will insure that the letter of sympathy is reviewed for compassion, clarity, accuracy, and completeness. When letters of sympathy are not prepared by the CAC, the preparing command will provide the CAC with an information copy of the letter.

Section II. LETTERS OF CONDOLENCE

6-7. General. The letter of condolence will be used to convey an expression of condolence as to the individual's death, but will not describe the circumstances surrounding that death. (A sample letter of condolence is shown in fig. 6-3.)

6-8. Responsibilities for preparation of letters of condolence. a. Commanders who would normally send a letter of sympathy will send a letter of condolence when the NOK—

(1) Was present at the time of death and knows the circumstances first hand; or,

(2) Has been provided the details by some appropriate authority such as the local police.

b. Appropriate commanders in the chain of command (other than the commander writing the letter of sympathy), medical facility commanders, and chaplains, while not required to prepare letters of condolence, may do so.

c. An immediate commander, particularly overseas where retirees, dependents, and Department of the Army civilian employees are

part of the military community, may send a letter of condolence to the NOK when a dependent or Department of the Army civilian employee dies within his command.

6-9. Dispatch of letters of condolence. Letters of condolence prepared in accordance with paragraph 6-8a will be mailed upon receipt of confirmation that initial notification has been accomplished. All other letters of condolence will not be mailed until at least 24 hours after the letter of sympathy has been dispatched.

6-10. Review of letters of condolence. The general court-martial authority will insure that the letter of condolence is reviewed to insure compassion, clarity, accuracy, completeness, and compliance with paragraph 6-7. When a letter of condolence is not prepared by the CAC, the preparing command will provide the CAC with an information copy of the letter.

Section III. LETTERS OF CONCERN

6-11. Letters of concern. Commanders of those personnel listed in paragraph 5-12 may, if they desire, correspond with the NOK of the service member. If a letter is written, the pro-

cedures for the preparation and review of letters of sympathy will be followed. A sample letter of concern is illustrated in figure 6-4.

15 January 1976

(USE APPROPRIATE LETTERHEAD)

Mrs. John C. Doe
1234 Main Street
Houston, Texas

Dear Mrs. Doe:

It is difficult for me to express the deep sorrow of the men of Company D over the recent death of your husband, Private First Class John C. Doe.

On the morning of June 10, 1972, John was a member of a reconnaissance patrol which encountered a superior enemy force near the village of Troung Khanh, Republic of Vietnam. During the ensuing encounter, John was mortally wounded by enemy automatic weapons fire. Medical personnel were immediately at your husband's side, but were unable to save his life. I sincerely hope that the knowledge that he was not subjected to any prolonged suffering will be of some comfort to you.

I considered John as one of the "First Team." As a member of this command, John distinguished himself as an outstanding soldier who was willing and eager to accomplish any task. His sincerity, cheerfulness, and devotion to his duties were an inspiration to his comrades, and we are all saddened by his loss.

A memorial service was held for John on the morning of June 13th during which the men of this command rendered military honors and a final tribute to him. I am inclosing a copy of the bulletin from that service.

John's personal belongings have been collected and will be sent to the person authorized by law to receive them for distribution in accordance with the laws of his domicile.

I hope that during this period of your bereavement you will find some measure of comfort in knowing that your grief is shared by all of us who were closely associated with your husband.

Sincerely,

1 Incl
Memorial service
bulletin

ROBERT T. SMITH
CPT, Inf
Commanding

Figure 6-1. Sample letter of sympathy to spouse (battle casualty).

(USE APPROPRIATE LETTERHEAD)

Mr. and Mrs. Thomas J. Smith
42 North Sixth Street
Johnson, Indiana 43232

Dear Mr. and Mrs. Smith:

I extend my deepest sympathy to you in the recent loss of your son, Sergeant Robert T. Smith.

Robert died as the result of an automobile accident on May 22, 1972, near Sierra Vista, Arizona. The report of the accident shows that Robert was driving a rented automobile which ran off the road during a heavy rain-fall and struck a concrete bridge abutment. Passengers in another car who saw the accident immediately called an ambulance. Robert was admitted to Raymond W. Bliss Army Hospital where, despite every effort to save his life, he died at 11:30 p.m. the same evening as a result of a fractured skull. Before he passed away, Robert received the ministrations of his church. Memorial services were conducted on May 24th at 9:00 a.m. by Chaplain C. M. O'Brien, the Catholic Chaplain of our unit.

As a member of this command, Robert was well liked by all his associates. He was an excellent soldier who performed all tasks assigned to him in a cheerful and efficient manner. His death came as a great shock to all who knew him.

Robert's personal effects have been collected and will be sent to the person authorized by law to receive them for distribution in accordance with the laws of his domicile.

The sincere sympathy of the personnel of this command is extended to you in your bereavement.

Sincerely,

THOMAS D. JONES
CPT, Inf
Commanding

Figure 6-2. Sample letter of sympathy to parents (nonbattle casualty).

15 January 1976

(USE APPROPRIATE LETTERHEAD)

Mrs. James Johnson
3304 Silver Park Drive
Suitland, Maryland 21668

Dear Mrs. Johnson:

The staff of Walter Reed General Hospital joins with me in extending to you our deepest sympathy on the death of your son, Private First Class Edward Johnson.

We know the irreparable loss that you have suffered and fully realize there is little that we can say to help you in this moment of sorrow. We hope you will find some comfort in knowing that everything possible was done for him during his last illness. In time, you may find personal reassurance in the thought that he died in the service of his country and that our gratitude as a nation is deep and lasting.

Our heartfelt condolences are extended to you and the members of your family in your bereavement.

Sincerely yours,

RONALD D. JONES
Brigadier General, MC
Commanding

Figure 6-3. Sample letter of condolence.

(USE APPROPRIATE LETTERHEAD)

Mr. and Mrs. Howard Jones
4000 Kansas Avenue N.W.
Washington, D.C. 20045

Dear Mr. and Mrs. Jones:

The recent vehicle accident which resulted in the hospitalization of your son, Charles, was unexpected. We are deeply concerned and extend our sincere wishes for his rapid and full recovery. He remains in our daily thoughts and meditations, and we look forward to his return.

I recently visited with Charles, and in discussing his condition with the attending physician, he has revealed the extent of his injuries to be a strained back, minor internal bleeding, and a broken leg, and his prognosis is good. Please be advised that he continues to receive the best possible medical care available. You will continue to be advised of his recovery. If I may be of further assistance please do not hesitate in contacting me.

Our thoughts continue with you during this period of uncertainty.

Sincerely,

DOUGLAS G. TAYLOR
CPT, GS
Commanding

Figure 6-4. Sample letter of concern.

CHAPTER 7

CASUALTY ASSISTANCE

Section I. GENERAL

7-1. Objectives of the casualty assistance program. The objectives of the casualty assistance program are to—

a. Furnish assistance to the NOK during the period immediately following a casualty.

b. Eliminate delay in settling monetary and allied benefits which are allowable to the NOK and to assist in other related personal affairs.

7-2. Persons entitled to assistance. *a.* The PNOK of the individuals described below are entitled to casualty assistance:

(1) An individual who is VSI in an oversea medical facility when the presence of the PNOK is deemed necessary. In this case, HQDA may issue ITO to the PNOK (para 7-6).

(2) All persons who die or become missing while serving on extended active duty with the Army. Included are—

(*a.*) Members of the RA; the ARNG; the USAR; USMA cadets; and persons appointed, enlisted, or inducted in a Regular or Reserve component or without a specific component on active duty (AD), active duty for training (ADT), full time training duty (FTTD), or inactive duty for training (IDT).

(*b.*) Army personnel who die in an AWOL status. Assistance will NOT be provided to the NOK of personnel who die while in a bona fide desertion status. However, NOK will be given a telephone number for a point of contact until a final determination is made. The determination as to whether an individual was indeed in a bona fide desertion status will be made by HQDA. When determination concerning the individual's status (AWOL or desertion) has been made by HQDA, it will be relayed to the appropriate commander in the area nearest the NOK.

(*c.*) Members of the USAR and ARNG

who die or become missing when performing ADT, FTTD, or IDT with or without pay, or while proceeding directly to or from such duty.

(*d.*) Army National Guardsmen who die or become missing while on active duty during a civil disturbance.

(3) Army ROTC cadets who die while engaged in ROTC flight instruction or summer camp, or while performing authorized travel to or from the designated place of such training.

(4) Persons who die while en route to, from, or at a place for final acceptance for entry on active duty, or after having been selected for active service and ordered or directed to proceed to such a place.

(5) Separated or discharged persons who die within 120 days after their separation or discharge. In this case, assistance is provided only for the purpose of obtaining information necessary to process the death case. This is not to be construed as to mean the appointment of an SAO, but rather the appointment of an individual to verify the death and to provide the CAC the information with which to submit a casualty report.

(6) Retired members of the Army who die (para 7-13).

(7) Civilian employees of the Army who die in an oversea area (para 7-14).

b. While the casualty assistance program provides assistance to the PNOK, judgment should be exercised and support, advice, and guidance may be rendered to other NOK based upon the situation encountered. Children of deceased individuals should be afforded assistance. When two or more persons at different addresses should be afforded assistance, it may be necessary that more than one commander provide the assistance. Coord-

dination in these cases must be carefully accomplished.

c. When both parents die or are incapacitated or unavailable, and their minor children are being returned to CONUS, a responsible person will be designated to accompany them to their final destination (JTR 6400).

7-3. Responsibilities of CAC's and major overseas commanders in the casualty assistance program. The CAC or major overseas commander in whose area the PNOK is located is responsible for extending casualty assistance. To insure timely assistance and economy of operation, the appropriate commander may further delegate or assign assistance cases to commanders of his command's installations and activities, as well as to those units assigned to other commands within his geographic area of responsibility which are located near the residence of the NOK. USAR component activities, National Guard advisor groups, ROTC instructor groups, USAREC, Corps of Engineers, and personnel assigned to DOD or JSE agencies and activities may also be used in the casualty assistance program.

7-4. Responsibilities of senior Army representatives in other areas. When the NOK is located in an area outside of CONUS which is not assigned to any United States military command, the senior Army representative will be responsible for casualty assistance under this regulation. Casualty assistance programs should be developed prior to any specific requirement for them to preclude the delay encountered when inexperienced personnel are assigned assistance duties.

7-5. Assignment and transfer of assistance cases. While the appropriate commander (outlined in para 7-3) will extend assistance as required by this regulation, casualty assistance cases may be transferred to other CAC's or major overseas commanders when better service or economy of operation can be achieved.

a. When the PNOK relocates before assistance actions are completed, the assistance case will be reassigned as indicated below.

The losing area commander will promptly notify HQDA concerning such movement.

(1) *In CONUS.* When the NOK moves—

(a) To another area in CONUS, the losing commander will send the complete case to the gaining CAC, with an information copy to the losing CAC. Telephonic notification, with specific details, will be provided prior to the move.

(b) Within a casualty area command, the losing commander will send the complete case to the CAC. The CAC will then reassign the case.

(c) Overseas, the losing commander will send the complete case to the appropriate overseas commander or to the senior Army representative, with an information copy to the losing CAC. The commander initially responsible for providing assistance will promptly notify the gaining commander by message, furnishing such information as is necessary to permit him to continue providing the needed assistance effectively.

(2) *Overseas.* If the NOK located in an overseas area returns to CONUS or moves to another area overseas, the commander providing assistance will promptly notify the gaining commander. This will include the mode of travel; departure time; estimated time of arrival and address at destination; and such other information as is needed by the gaining commander to give assistance effectively, including specific actions that should be completed as soon after arrival as possible. The complete case will be sent promptly to the gaining commander.

b. When assistance will be needed at intermediate points en route to the final destination, the commander providing assistance will promptly inform the CAC or major overseas commanders between the point of origin and the final destination of the travel details and the needs of the NOK while en route, and will request assistance. Blue Bark procedures will be used when appropriate (AR 59-120).

7-6. Transportation. a. *ITO for NOK of VSI patients.* When the attending physician and the commander of a medical treatment facility consider that the presence of the NOK is necessary and will contribute to the recovery

of a VSI patient, the major commander may request HQDA to extend an ITO to the NOK (normally the PNOK) and one other member of the family. This procedure will not be used for travel within CONUS or within an overseas command when the service member is serving an accompanied tour. Travel to a hostile fire area will not be authorized.

(1) Requests for ITO will be submitted by "IMMEDIATE" precedence message or telephonic communication (confirmed by followup message) to HQDA. The request will contain the following information:

(a) The NOK's name, address, and relationship to the patient.

(b) Statement that the attending physician and the medical facility commander deem the NOK's presence to be medically necessary.

(c) Passport and visa requirements for the NOK.

(d) Instructions on what the NOK is to do upon arrival (i.e., contact the staff duty officer, etc.).

(e) Information concerning the availability of Government quarters and messing facilities.

(f) Estimated cost per day per person to the NOK while present in the command.

(g) Type of weather the NOK should expect to encounter and type of apparel to be worn (spring, summer, etc.).

(2) All personnel are cautioned not to commit the Army to issuing ITO prior to official approval by HQDA. The NOK should be aware that when approved, Government transportation will be provided only to and from the overseas area. Travel within CONUS and food and lodging, both within and outside of CONUS, are the responsibility of the traveler(s).

(3) Reports.

(a) The appropriate APOE or command will submit a "PRIORITY" precedence message to the command the NOK will visit. The

message will announce the NOK's ETA, ETD, and other pertinent flight information.

(b) The date of the NOK's arrival in the overseas command will be included in the first progress report following arrival. Subsequent reports will include the fact that the NOK remains in the command. The departure of the NOK will be reported in the next progress report.

b. *ITO for NOK of captured, missing, or detained personnel.* ITO may be approved by HQDA as outlined in DOD 4515.13-R.

c. *Use of vehicles.* When a Government vehicle is used for travel to and from the home of the NOK by the survivor's assistance officer/family services and assistance officer (SAO/FSAO), the vehicle may be operated beyond the permissible operating distance of the installation, activity, or unit providing assistance when necessary to accomplish the mission. Privately owned vehicles may be used to avoid undue delay and when their use is more advantageous to the Government.

7-7. Casualty assistance kits. a. In attempting to standardize the handling of casualty assistance, each command will prepare reference kits and keep them up to date. These kits will include a standing operating procedure and will be provided to the assistance officer to aid him in the performance of his job or will be readily available to the SAO/FSAO. The publications and forms listed in appendix D will be included in these kits.

b. The kits should contain the location of the VA and Social Security offices and the telephone numbers of operating officials who coordinate and provide information on all aspects of the Casualty Assistance Program. When providing assistance to the NOK of missing persons, the kits should also contain a list of the services provided by and the locations of the nearest Army Community Services Center and the American Red Cross and information concerning Public Health Center operations.

Section II. ASSISTANCE TO THE NOK OF DECEASED INDIVIDUALS

7-8. General. The responsibilities and procedures for providing assistance to the NOK of deceased personnel are known as the Survivor Assistance Program.

7-9. Responsibilities of commanders. In administering the Survivor Assistance Program; commanders who are delegated responsibility for or are assigned survivor's assistance cases will—

★*a.* Appoint a survivor's assistance officer (SAO) from assigned personnel. A person appointed as an SAO must be competent, dependable, and sympathetic. Every effort will be made to assure that the SAO speaks the same language as the NOK. Personnel used in the personal notification system (para 5-6) may also be used as an SAO, except that those personnel listed in paragraphs 5-6*a*(2), (3), and (4) will not be used. Selected senior noncommissioned officers, with the exception of those assigned duties as "on production" recruiters and guidance counsellors (this does not include career counsellors), may be utilized as SAO's for NOK of enlisted retiree deaths and those active duty enlisted deaths when death gratuity payment is paid by check, either by the finance center or the SAO.

★*b.* When death gratuity is paid in cash, commissioned officers or warrant officers will be appointed as SAO's and class A agent officers to the appropriate finance and accounting office (FAO). Noncommissioned officers cannot be appointed as class A agent officers.

★*c.* Ensure that each SAO is properly prepared and briefed on his responsibilities, as well as the specifics of the particular case he is handling.

d. Notify the Chief, Claims Division, Centralized Pay Operations, US Army Finance and Accounting Center, Fort Benjamin Harrison, Indianapolis, IN 46249, by telephone or by priority message when maximum partial gratuity payment cannot be made by the SAO or the FAO. When this notification is neces-

sary, it should be given within 72 hours after the initial notification to the NOK or within 72 hours after the authorization to effect payment, as appropriate.

e. Ensure that their casualty offices serve as the controlling activity for all casualty matters. This includes providing counseling and assistance to survivors of active duty and retired personnel and to active duty service members in the event of a dependent death.

f. Ensure that escorts for the next of kin are briefed on their responsibilities and duties, as outlined in AR 59-120.

g. Ensure that escorts for remains are briefed on their responsibilities and duties, as outlined in AR 638-40.

7-10. Responsibilities of the SAO. The SAO is responsible for assisting and counseling the PNOK on matters pertaining to the deceased. (Complete familiarity with DA Pam 608-33 is essential.) Additionally, the SAO will—

a. Initiate a DA Form 2204 (sample report shown in fig. 7-1). This form acts as a checklist of things to be done and is a record of when the actions were accomplished. The completed form also identifies problem areas involved and actions taken. A report is discretionary with the major oversea commander in the case of civilians.

b. Communicate with the NOK after initial notification in a timely and sympathetic manner (normally within 12 to 24 hours). The SAO will assure the NOK of the Army's interest in their welfare, briefly explain how he/she can assist, and arrange for a personal visit at the NOK's earliest convenience. Close coordination with the individual making the personal notification is essential if the first and subsequent contacts are to be productive. Verify NOK divorce data, if applicable, to include case number, court, judge, date, custody information, grounds, and where divorce took place (city, county, State). Verification

should be taken from the court decree. If the notifier was unable to obtain a valid 45-day address, the SAO will obtain this information during the initial visit.

c. Determine the immediate needs of, or problems facing the NOK, and render prompt, courteous, and sympathetic assistance. The SAO should direct all inquiries on non-recoverability of remains to HQDA (DAAG-PED) WASH DC 20314.

d. Advise the NOK, when the NOK is a surviving spouse, of the payment of a maximum partial death gratuity, if any, and assist in the payment of that gratuity (para 7-11).

e. Arrange for emergency financial assistance when needed, with Army Emergency Relief or the American Red Cross.

f. Assist in arranging for military honors for the funeral, if desired by the NOK. This

includes inspecting, orienting, and supervising members of military burial details (AR 600-25 and FM 22-5). In this connection, the SAO should be aware that the responsibilities of the military escort terminate upon delivery of the remains unless requested by the NOK to stay for the funeral. If so requested, the escort will inform the SAO of the request and will be available to assist the SAO and the NOK.

g. Ensure that in those instances in which the member was married but has surviving parents that pertinent information regarding the return of the remains and the funeral arrangements and similar information are being passed to the surviving parents. Information will also be furnished to children of a decedent by a former marriage (or their guardian) and to parents who did not have custody of the decedent, when applicable.

h. Give the NOK of a deceased active duty member a copy of DA Pam 608-4 during the initial personal visit.

i. Advise the NOK of monetary and other benefits and entitlements for which they should file applications, and help them file those applications. Use local facilities, such as legal assistance or copying equipment, in developing or supporting claims for those benefits. The NOK should, when possible, be accompanied to the VA office and the Social Security office for interviews.

j. Advise the NOK that the Army Finance and Accounting Center will mail claim forms for unpaid pay and allowances, with instructions for completion, to designated beneficiary(ies). In addition, the NOK should be advised that the beneficiary for unpaid pay and allowances will also receive Soldiers Deposits, if any.

k. Counsel dependent NOK regarding period of entitlement for transportation and shipment of household goods and concerning procedures for requesting extension of entitlements (AR 55-46).

l. See that HQDA and the CAC are immediately notified of any move being made or contemplated. Both the old and the new addresses, with the effective date of the move, will be included. This information will also be recorded in the survivor assistance report.

m. Immediately inform HQDA if the NOK requests a letter of sympathy from the individual's unit commander in cases when the letter would normally be prepared by another official (para 6-3b).

★7-11. Payment of Death Gratuity and Un-

paid Pay and Allowances. *a.* A beneficiary(ies) may be eligible for two payments, (1) death gratuity and (2) unpaid pay and allowances of the deceased service member. The recipient of one payment is not necessarily the recipient of the second. There are special rules for the determination of each category of beneficiary. For further information, consult the DOD Military Pay and Allowances Entitlements Manual (DODPM) (para 40504 (death gratuity); 40513 and 40514 (unpaid pay and allowances)) or consult the local judge advocate office.

b. Death gratuity equals 6 months basic pay plus incentive and special pays (including proficiency and hostile fire pay) at the rate to which the decedent was entitled on date of death, but not less than \$800 nor more than \$3,000.

c. Death gratuity payment will be made by the field FAO in those cases in which the deceased service member is survived by a spouse and payment is not restricted (see para 40505, DODPM). Payment will be made within 72 hours after the initial notification of death or within 72 hours of receipt of authorization as applicable. Where there is not surviving spouse and in the case of all other beneficiaries USAFAC will determine the eligible beneficiary and make payment.

(1) When practical, payment of the death gratuity will be made directly to the eligible spouse by the local FAO. The SAO will assist in accomplishing this payment.

(2) If direct payment is not practical, payment will be made through the SAO as outlined below:

(a) When the report confirming notification of the NOK is submitted to the agency that provided the casualty information, the duty title and address of the commander designated to appoint the SAO will be included. Upon receipt of this information, the agency that provided the information for notification will send a message to the command (or the SAO) authorizing death gratuity payment provided that agency is in possession of the MPRJ and/or PFR; otherwise, the authorizing will be furnished by: (1) the agency having possession of the records, (2) HQDA, or (3) USAFAC. This message will include data concerning the basic pay and years of service of the decedent for completion of DD Form 397.

(b) The SAO will—

1. Give the Army FAO serving the area in which the NOK is located (or if the area in which the NOK is located is not served by an Army FAO,

to the Air Force accounting officer or the Navy disbursing office) a duly certified DD Form 397 with blocks 5 through 11, 13, 14, and the claim certification portion of block 18 completed. The DD Form 397 will be supported by copies of document appointing the SAO as a Class A agent, if applicable, and copies of the message indicated in c(2)(a) above. If funds are to be obtained from the disbursing officer of another service, document will also include a statement authorizing SAO to obtain funds from the appropriate service.

2. Obtain from the finance of disbursing officer the gratuity check and the original and one copy of the DD Form 397 for delivery to the eligible payee.

3. Obtain the required certification and signature on the original and one copy of DD Form 397 when presenting the check to the payee.

4. Return to the finance or disbursing officer the signed original and one copy of the DD Form 397. If the payee does not sign the voucher, the SAO will return the voucher, the check, and a statement describing the details to the finance or disbursing officer for action.

7-12. Assistance at national and post cemeteries outside areas of responsibility. When the remains of an active duty Army member are to be interred in a national or post cemetery outside the area of responsibility of the SAO, the CAC or major oversea commander in whose area the cemetery is located will be notified so that a military attendant of at least equal rank to the deceased meets the NOK or their representatives upon arrival at the city in which the cemetery is located.

a. The following information, as a minimum, will be sent promptly to the appropriate CAC or major oversea commander with an information copy to HQDA:

- (1) Deceased's name and grade.
- (2) Location of military cemetery.
- (3) Mode of travel of NOK, to include flight number, etc.
- (4) Estimated time and place of arrival of NOK.
- (5) Accommodation requirements.
- (6) Name(s) of NOK arriving for funeral services.

b. The attendant to the NOK will give any needed assistance. This will include, but will not be limited to, transporting dependents, making arrangements for interment, and making or confirming departure arrangements.

7-13. Assistance to the NOK of retired persons.

a. NOK of retired members are entitled to survivor assistance of the same type as would have been provided if death had occurred while the members were on active duty, except no death gratuity will be paid. Any costs incurred for the care and disposition of remains of retired members must be borne from private funds (unless members are retired and retained continuously in a Government hospital). When death occurs in a foreign country, the State Department's consular representative in the country concerned is the official who will assist in disposition of remains. The State Department's point of contact in Washington, DC, in such matters is the Special Consular Services.

b. When a commander is advised that a retired person in his area has died, he will provide an SAO to the NOK. Since information concerning the death of retired persons is not always timely, it will not always be possible to establish contact with the NOK or to render complete assistance. However, retiree cases will be handled in the same manner as are active duty death cases. Prior to appointing an SAO, CAC may establish telephonic contact with the NOK to determine the exact extent of assistance required and if an SAO is not desired, one need not be appointed.

★c. For benefits due the NOK, the SAO should contact Retired Pay Operations, Dept 92, USAFAC, Indianapolis, IN 46249.

7-14. Assistance to the NOK of civilian employees. Normally, formal survivor assistance is not provided to the survivors of civilians who are the responsibility of the Department of the Army. Oversea commanders, however, will furnish assistance to the dependents of deceased civilian employees within their respective commands, not to exceed that prescribed herein for military dependents. While such assistance will not normally be given after the dependents enter CONUS, responsible commanders will transfer the case to the appropriate CAC so that he may furnish pertinent information to the civilian personnel officer at the installation nearest the location of the NOK.

7-15. Disposition of survivor assistance reports. Survivor assistance reports will be forwarded through channels to the responsible CAC or major oversea commander for review and corrective action. Controversial cases and SAO reports that have items of interest will be forwarded to HQDA.

Section III. ASSISTANCE TO THE NOK OF MISSING/CAPTURED PERSONS

7-16. General. The responsibilities and procedures for providing assistance to the NOK of missing/captured persons are known as the Family Services and Assistance Program. This assistance will reflect a continuing concern for the welfare of the NOK.

7-17. Responsibilities of commanders. Responsibilities of commanders in the Family Services and Assistance Program are generally the same as those for the Survivor Assistance Program (sec II). Additionally, CAC's and major oversea commanders will maintain a list of the names and addresses of the NOK of missing/captured personnel who desire to communicate with the NOK of other missing personnel in their geographic area (para 7-19d). Commanders who are delegated responsibility for or are assigned assistance cases concerning missing or captured personnel will—

a. Appoint a Family Services and Assistance Officer (FSAO) from assigned personnel. When possible, the FSAO will—

(1) Be a field grade officer or experienced captain, or be an officer of any grade who is a member of the bar of any State or has legal training.

(2) Be the most qualified of those individuals available to assist and officially represent the NOK.

(3) Have an expected retention in the capacity of FSAO of not less than 12 months. Commanders will take every action possible to ensure that officers so assigned are permitted to remain on the case for as long as possible.

b. Ensure that procedures are in effect to train officers to serve as FSAO's and to keep such training up to date. Orientation periods are recommended.

c. Ensure that the FSAO is authorized direct access to the installation staff and, when necessary, to the staff of the CAC or major oversea command concerned.

7-18. Continuity of assistance. When an FSAO must be replaced because of reassignment, separation, or extended absence, he/she will accompany the newly appointed officer on the initial contact with the NOK. When possible, a 60-day leadtime is desirable to insure that the NOK is prepared for the change and to assure that the new officer has time to become thoroughly familiar with the case and is

ready to continue the ongoing assistance without interruption.

7-19. Responsibilities of the FSAO a. Although the duties and responsibilities of furnishing assistance to the NOK are secondary to the FSAO's primary duty, they are timeconsuming and involved. Since the FSAO's performance in this area has a significant impact upon the image of the Army, the FSAO should be thoroughly familiar with the contents of DA Pam 608-33, DA Pam 608-34, and DA Pam 608-4.

b. The FSAO must be readily accessible, at least by telephone, to the NOK.

c. The FSAO will brief the NOK on pay entitlements and accounts. This briefing will be accomplished after the initial contact with the NOK, consistent with the situation and the desires of the NOK. As a minimum, the information contained in part 4, chapter 3, DOD Military Pay and Allowances Entitlements Manual should be covered. Additional information may be obtained from the Chief, Inquiries Division, US Army Finance and Accounting Center, Indianapolis, IN 46249.

d. The FSAO will determine if the NOK desires to communicate with other nearby NOK of missing personnel. If they desire to do so, a list of those other NOKs who also desire to communicate will be obtained by the FSAO from the casualty area or major oversea commander concerned and will be furnished to the NOK with whom the FSAO is dealing. The NOK will be advised that their names and addresses will be added to the NOK list maintained by the major commander.

e. A personal visit, unless otherwise stipulated by the NOK, will be made monthly to the family being assisted. The FSAO will prepare a DA Form 2204 following the initial visit to the NOK and after each subsequent visit. The reports will be forwarded to the CAC or to the major oversea commander in whose area the NOK is located. If the report contains controversial comments, problems, or significant changes in NOK's status (e.g., death of family member, serious illness, divorce, marriage, or change of address), it will be forwarded by the CAC or major oversea commander to HQDA (DAAG-PES) WASH DC 20314, for review.

SURVIVOR ASSISTANCE REPORT		DATE	
For use of this form, see AR 600-10; the proponent agency is The Adjutant General's Office.		18 September 1971	
TO: Commander Fort Sam Houston ATTN: Casualty Branch Fort Sam Houston, Texas 78234		FROM: CPT R. E. Smith USAR Center 1735 Foss Street Baton Rouge, Louisiana 70802	
DECEASED OR MISSING			
1. LAST NAME - FIRST NAME - MIDDLE INITIAL DAVID, THOMAS H. JR.		2. GRADE SFC E-7	3. SSN: 333-33-3333 SSN: 333-33-3333
4. ORGANIZATION AND STATION Co A, 1st Bn, 2d Inf Div, APO San Francisco 96000			
5. DEATH OR MISSING STATUS	6. DATE 6 August 1971	7. PLACE Cu Chi, RVN	
8. DEATH - INTERMENT	9. DATE 12 August 1971	10. PLACE Port Hudson National Cemetery, Port Hudson, LA	
NEXT OF KIN AND DEPENDENTS			
11. GIVE NEXT OF KIN FIRST AND ADULT NEXT OF KIN SECOND. INDICATE IF SAME.			
LAST NAME - FIRST NAME - MIDDLE INITIAL	ADDRESS	RELATIONSHIP	CONTACTED YES NO
Davis, Mary E.	132 Main Street, Baton Rouge, LA 70802	Wife	X
(Wife is also adult next of kin)			
Davis, James P.	Same	Son	X
Davis, Jane P.	Same	Daughter	X
12. NEW ADDRESS OF NEXT OF KIN (No., street, city and state), IF MOVING		13. SCHEDULED DATE OF ARRIVAL	
Next of kin expects to remain at present address		N/A	
IN THE FOLLOWING LIST OF ACTIONS AND/OR BENEFITS INDICATE THE DATE OR DATES THAT ACTION WAS TAKEN. SPECIFY TYPE OF ACTION AS FOLLOWS: COUNSELLING (C), ASSISTANCE (A) OR REFERRAL (R), CLAIM OR APPLICATION SUBMITTED (CS), NO ACTION REQUIRED (NA), COUNSELLED, NO ACTION REQUIRED (CNA).			
ITEM	ACTION	DATE(S)	
9. INITIAL CONTACT MADE (Include time with date) ¹	A	1100 hours, 9 August 1971	
10. BURIAL ARRANGEMENTS AND RIGHTS			
a. FUNERAL SERVICES	A	9 August 1971	
b. MILITARY HONORS	A	9 August 1971	
c. NATIONAL OR POST CEMETERY	A	9 August 1971	
d. FLAG TO DRAPE CASKET	A	9 August 1971	
e. HEADSTONE OR MARKER	A	9 August 1971	
f. REIMBURSEMENT FOR PREPARATION AND TRANSPORTATION OF REMAINS IF PRIVATELY ARRANGED ²	N/A		
g. BURIAL ALLOWANCE ²	C	10 August 1971	
h. SOCIAL SECURITY LUMP-SUM PAYMENT FOR BURIAL EXPENSES	CS	13 August 1971	
i. VA BURIAL ALLOWANCE (Retired cases only)	N/A		
¹ Which may be applicable to "missing" personnel cases.			
² NOT generally applicable to retired personnel cases.			
CONTINUE ON REVERSE			

DA FORM 2204

REPLACES EDITION OF 1 JUL 62, WHICH IS OBSOLETE.

Figure 7-1. Sample Survivor Assistance Report (DA Form 2204).

ITEM	ACTION	DATE(S)
11. FINANCIAL ASSISTANCE (ABR, ARS, or ARC) ¹	CNA	10 August 1971
12. DA PAMPHLET 600-4 FURNISHED ²	C	10 August 1971
13. OFFICIAL STATEMENT OF DEATH	A	10 August 1971
14. WILL AND/OR PERSONAL AFFAIRS RECORD	CNA	10 August 1971
15. PERSONAL EFFECTS ^{1 2}	CNA	10 August 1971
16. TRAVEL OF DEPENDENTS ^{1 2}	C	13 August 1971
17. MOVEMENT OF HOUSEHOLD GOODS ^{1 2}	C	13 August 1971
18. DEATH GRATUITY PAY ²	A	10 August 1971
19. VA COMPENSATION OR PENSION	CS	13 August 1971
20. SOCIAL SECURITY BENEFITS	CS	13 August 1971
* UNIFORMED SERVICES CONTINGENCY OPTION ACT (Retired cases only)	N/A	
22. GOVERNMENT LIFE INSURANCE (USGLI, NSLI, and SGLI)	C	13 August 1971
23. COMMERCIAL LIFE INSURANCE	C	13 August 1971
24. SETTLEMENT OF ACCOUNTS	C	13 August 1971
25. UNITED STATES SAVINGS BONDS	C	13 August 1971
26. ALLOTMENT ADJUSTMENTS (Missing cases only) ^{1 2}	N/A	
27. LEGAL ASSISTANCE ¹	R	13 August 1971
28. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD Form 1173) ¹	A	13 August 1971
a. MEDICAL CARE ¹	A	13 August 1971
b. COMMISSARY STORE PRIVILEGE ¹	A	13 August 1971
c. POST EXCHANGE PRIVILEGE ¹	A	13 August 1971
d. MILITARY MOTION PICTURE THEATER PRIVILEGE ¹	A	13 August 1971
29. INCOME TAX ¹	C	13 August 1971
30. CIVIL SERVICE SURVIVOR ANNUITIES	N/A	
31. CIVIL SERVICE JOB PREFERENCE	C	13 August 1971
32. CLAIMS FOR LOSS OR DESTRUCTION OF PERSONAL PROPERTY ^{1 2}	N/A	
33. DECORATIONS AND AWARDS ^{1 2}	CS	13 August 1971
34. HOMESTEAD PREFERENCE	C	13 August 1971
35. HOME LOAN GUARANTEE BY VA	C	13 August 1971
36. RAILROAD RETIREMENT DEATH BENEFITS	N/A	
37. STATE BENEFITS	C	13 August 1971
38. EDUCATION OF CHILDREN	C	13 August 1971
39. ASSISTANCE AT INTERMEDIATE POINTS	N/A	
40. ASSISTANCE AT NATIONAL/POST CEMETARY	A	12 August 1971
41. CLAIMS IN FAVOR OF U. S. (AR 27-18)		
42.		
<p>43. REMARKS (Give any favorable or unfavorable comments made by next of kin. Express attitude shown toward DA, whether appreciative or critical.) Item 11: Financial assistance not required as local finance officer paid Mrs. Davis death gratuity in amount of \$2983. Item 27: Mrs. Davis requested help in settling insurance proceeds. Referred her to legal officer. Item 33: Mrs. Davis asked whether she could receive decorations and awards to which her husband was entitled. Prepared a letter to DA. Gold Star Lapel Button presented to NOK listed in item 7 above. Mrs. Davis expressed her thanks for the Army's help.</p> <p>*As required enter Retired Servicemen's Family Protection Plan (RSFPP) or Survivors Benefit Plan (SBP).</p>		
44. TIME AND DATE CASE RECEIVED BY ASSISTANCE OFFICER 1600 8 August 1971	45. DATE CASE COMPLETED 13 September 1971	
TYPED NAME AND GRADE OF SURVIVOR ASSISTANCE OFFICER ROBERT E. SMITH CPT AR	SIGNATURE OF SURVIVOR ASSISTANCE OFFICER	

¹ Which may be applicable to "missing" personnel cases.
² NOT generally applicable to retired personnel cases.

Figure 7-1. Sample Survivor Assistance Report (DA Form 2204)—Continued.

CHAPTER 8

INQUESTS AND MISSING PERSONS BOARDS OF INQUIRY

Section I. INQUESTS

8-1. Purpose of inquest. The purpose of an inquest is to establish the cause, place, date, or circumstances of the death of an individual when one or more of these items is not known. An inquest also serves as a means of documenting the facts concerning the death of an individual and as a basis for providing information to the NOK.

8-2. Responsibilities for initiating the inquest. *a. For deaths occurring on a military installation.* If the complete details of the death are not known, the commander of the installation at which the individual is found dead will, as quickly as possible after discovery of the death, appoint a summary court officer to conduct an inquest. The officer appointed to conduct the inquest will be a field grade officer who is senior in rank to the deceased, unless directed otherwise by HQDA.

b. For deaths occurring away from a military installation. When an individual dies under unusual circumstances while away from a military installation or in an area under the jurisdiction of a foreign government, the individual's commander or the commander responsible for submitting the casualty report will request that the appropriate civilian authorities conduct an inquest or similar investigation to determine the facts surrounding the individual's death.

8-3. Conduct of the military inquest. *a.* The summary court officer will make his conclusions on the basis of evidence presented by

law enforcement agencies (military and civilian) and from the questioning of witnesses, including the medical officer or the civilian physician who examined the remains. The testimony of each witness will be placed in writing, subscribed to under oath, and appended to the report of inquest.

b. If an autopsy is necessary to ascertain the exact cause and time of death, the summary court officer will immediately notify the appointing authority so that arrangements can be made to perform the autopsy.

8-4. Disposition of reports of inquest. *a. In CONUS.* For deaths occurring in CONUS, the summary court officer will submit a written report of the inquest to the commander who initiated the action. That commander will review the report for completeness and forward it as indicated below.

(1) If all the NOK to be notified are located in CONUS, the report will be sent to HQDA through command channels.

(2) If there are NOK to be notified outside of CONUS, a summary of the report of inquest will be sent to HQDA within 48 hours after receipt in the form of a supplemental casualty report.

b. Overseas. For deaths occurring overseas, a summary of the results of the inquest will be forwarded to HQDA in a supplemental casualty report within 48 hours of receipt of the inquest by the major overseas commander or the senior Army representative.

Section II. MISSING PERSONS BOARDS OF INQUIRY

8-5. Purpose of the missing persons board of inquiry. A missing persons board of inquiry is

convened to develop all factors surrounding the disappearance of an individual previously

reported under the provisions of this regulation as a missing person, to provide appropriate documentation of those factors, and to make a considered judgment based upon a review of those facts as to the current status of the individual. Further, the report of the board proceedings provides the basis for furnishing information to the NOK, responding to official inquiries, and conducting subsequent required reviews at DA level for those individuals who have been continued in a missing status.

8-6. Appointment of a board of officers. Within 7 days after an individual has been reported to DA as missing, a board of officers will be appointed to inquire officially into the status of the missing person. This board will be appointed by the commander having general court-martial jurisdiction over the unit to which the missing individual was assigned (or a higher authority designated by a commander authorized to make such designation). If no general court-martial authority exists, the appointment will be made by the commander reporting directly to HQDA.

a. A single board will consider the status of all individuals who were involved in the same incident and whose whereabouts and status are uncertain. When the subjects of this board of inquiry are from organizations under different general court-martial jurisdiction, the commanders exercising general court-martial jurisdiction will coordinate to determine which one will convene the board of inquiry, as well as the composition of the board.

b. The board will consist of not less than three commissioned officers. At least one of these officers will be senior to the person whose status is being inquired into or in the grade of major, whichever is higher.

8-7. Conduct of the board of inquiry. The board of inquiry will be conducted in accordance with AR 15-6. In addition, the following rules apply:

a. When an aircraft crash or disappearance of an aircraft is involved, witness statements or flight manifest must be obtained which

specifically place the individual aboard the aircraft at the time of the incident.

b. When the death of the person being considered is a possibility, conclusive proof of death must be established. Conclusive evidence of death must be more than an indication of death. The facts must be such that death is the only plausible alternative under the circumstances.

8-8. Recommendations of the board. Based upon the investigation, the board will recommend that the individual's status be continued as missing, or be changed to another category provided in the Missing Persons Act, to dead, or to another appropriate status.

8-9. Report of board proceedings. The report of board proceedings will be submitted on DA Form 1574 (Report of Proceedings by Investigating Officer (Board of Officers)). The original copy of the report will be forwarded to the convening authority so as to arrive within 8 days after the board is appointed.

a. The following will be included in or with the report of board proceedings:

(1) Information concerning the duration, extent, and results of searches for the missing individual.

(2) A copy of the unit commander's letter of sympathy (circumstances) to the NOK.

(3) The names, identification, and original sworn statements from all persons who have knowledge of the circumstances of the disappearance.

b. In addition, if the individual is missing, captured, or detained as the result of armed conflict, the following documents and records will be submitted with the report of proceedings:

(1) A copy of the most recent official, or other, photograph available of the individual.

(2) A map of the area in which the individual(s) disappeared.

(3) If an aircraft incident is involved, a photograph or sketch of the crash site should be included.

(4) When remains are not recovered, survivors should indicate the extent of injuries or wounds they noted on the missing indi-

viduals. This information should be placed on the sketch.

(5) A summary or reproduction of individual's medical and dental records, giving complete identification data.

★(6) A copy of individual's Personnel Qualification Record, Parts I and II (DA Forms 2 and 2-1, respectively); and Record of Court-martial Conviction (DA Form 2-2 or 20B), if any.

(7) Extract of orders directing individual's unit of assignment.

(8) VA Form 29-8286 (Servicemen's Group Life Insurance Election) or DA Form 3054 (SGLI Election) completed by the individual.

(9) Copy of the individual's DD Form 93 or DA Form 41.

(10) Any other information or material concerning the individual which was received after he became a casualty.

8-10. Action by the convening authority. The convening authority will review the report of proceedings for completeness before forwarding the report to higher headquarters.

a. If the report is incomplete or if an administrative error has been made, the convening authority may return the report for further action by the board. However, the report will not be returned to the board solely because the convening authority does not agree with the recommendations of the board.

b. If the report is complete, the convening authority may agree with the recommendations of the board, or if the convening authority disagrees, may enter recommendations based on a review of the report. The convening authority will then accomplish one of the following actions:

(1) If the convening authority agrees with the recommendation of the board (or if he provides the recommendation) that the individual's status as a missing person be contained, the original copy of the report of the board proceedings will be forwarded through channels to HQDA so as to arrive within 30 days after the date of the initial missing person's report if the incident occurred in CONUS or within 45 days after the date of the

initial missing person's report if the incident occurred overseas. HQDA will review the report of proceedings and make final determination of status under the Missing Persons Act. The determination will be announced through channels to the convening authority.

(2) If the convening authority agrees with the recommendation of the board (or provides the recommendation) that the individual's status be changed to deceased (remains not recovered), an electrically transmitted STACH report will be submitted to HQDA by the commander who submitted the initial missing person's report. The report of board proceedings will be forwarded through channels to HQDA (time limits as in (1) above).

(3) If the convening authority agrees with the recommendation of the board (or provides the recommendation) that the individual's status be changed to AWOL, an electrically transmitted SUPP report will be submitted to HQDA by the commander who submitted the initial missing person's report.

8-11. Second board of inquiry for individuals missing longer than 1 year. *a.* When an individual has been in a missing status for 11 months, the original convening authority will appoint another board of officers to evaluate the recommendations of the previous board of inquiry and any additional related data which have been accumulated. If, during the period since the individual became missing, the command represented by the convening authority has been reassigned to another major command or has been inactivated, the next senior headquarters of the original convening authority will cause the second board of inquiry to be appointed and convened. The convening authority will submit the results of this review, with appropriate recommendations through channels to HQDA so as to arrive not later than 15 days prior to the anniversary of the incident.

b. HQDA will make the final determination of status. The convening authority and others in reporting channels will be notified by HQDA of the determination made. Determinations under the provisions of the Missing Persons Act (PL 89-554, 37 U.S.C.) are made in The Adjutant General's Office pursuant to authority

delegated by the Secretary of the Army. This authority includes the responsibility to—

(1) Make all determinations of death and other status and of essential dates (except determinations of fact of dependency) necessary to administration of the Act.

(2) Review the cases of persons missing or missing in action; direct continuance of the missing status; change status to another category provided by the Missing Persons Act; or issue presumptive "Findings of Death" and determine the date upon which

death will be presumed to have occurred, under the provisions of section 555, Title 37, United States Code.

(3) Make all determinations necessary under the provisions of section 556, Title 37, United States Code. For the purpose of the Act, determinations so made will be conclusive as to death or findings of death, or as to any other status included or incorporated in the Act. The determination will be conclusive as to whether information received on any person is to be construed and acted on as an official report.

Section III. STATUS REVIEW BY HQDA

8-12. Reason for status review. Pursuant to chapter 10, Title 37, United States Code, the Secretary of the Army or his designee may elect to review the case of those service members who have been carried in a missing status. This review may be accomplished for the following reasons:

a. The passage of time without any information which could relate to the likelihood of the member's return to military control;

b. The unavailability of any information from intelligence sources regarding the status of the service member;

c. The return to military control of other PW/MIA personnel and the lack of knowledge on their part of any information relating to the status of the missing member;

d. The remains of the missing personnel being recovered and positively identified; and

e. Such other circumstances as the Secretary of the Army or his designee deems to warrant a review.

8-13. Conduct of the review. The review of the status of the service member will be conducted in the following manner:

a. The NOK currently receiving Governmental financial benefits which could be terminated by a status review will be notified that the status of the member will be reviewed. (In the event there are no NOK eligible for notice of the pending review, the Secretary of the Army may afford the same rights to the PNOK (as defined in para 1-5b(3)) as though the PNOK were entitled to notice.)

b. NOK entitled to notice will be afforded

the opportunity to attend a hearing, with or without a privately retained lawyer, in conjunction with this review.

c. NOK entitled to notice will be afforded reasonable access to the information upon which the status review will be based. Documents classified under the criteria specified in DOD 5200.1-R and AR 380-5 will not be made available to the NOK or to the Hearing Officer. However, every effort will be made to either downgrade the information which is classified or to present it in such a manner as to warrant removal of protective markings. (This may be accomplished by removing that portion of the information which caused it to be classified (such as the location of loss of the service member, the type mission in which he was involved, the source or collection means of the intelligence data) or by unclassified summary.) In the event classified information cannot be downgraded or presented as aforementioned, the classified information will not be made available to the Hearing Officer and may not be considered in the course of the review. Assistance will be provided by the Assistant Chief of Staff for Intelligence, DA, to ensure that security procedures and data are not compromised.

d. NOK entitled to notice will be afforded the opportunity before and during the hearing to present information which they consider relevant to the proceedings. NOK entitled to notice will be furnished, upon their written request, a brief statement of the facts upon which the status review will be based.

e. NOK entitled to notice may elect to exer-

cise any or all of the rights set forth above. Notification of the pending review will be made to the NOK entitled to notice via certified return receipt requested mail. A reply to this notification indicating the desires of the NOK will be made to the notifying office (fig 8-1). The NOK notified will be afforded 21 days from the receipt of notification in which to make an election of the above rights. If no response is received, it will be presumed that the notified NOK have elected not to exercise the rights provided. NOK who are notified will be furnished preaddressed indicia envelopes for the purpose of acknowledging the notification of review and electing or waiving applicable rights.

f. If notified NOK elect to attend a hearing, with or without a privately retained lawyer, a hearing date will be established and the NOK making the election will be informed. Upon written request by notified NOK, a delay in the review may be granted when it can be demonstrated that such a delay would be meaningful to the review or that such a delay would be essential in affording the NOK the opportunity to exercise their rights. A request for delay must be in writing and it must be made to the office conducting the notification. The Adjutant General will appoint a Hearing Officer who will be a commissioned officer in the grade of O-4 or above. The hearing will be closed to the public, limited in attendance to only those NOK and their attorneys who have been afforded and elected the right of attendance, and nonadverse in nature. A mechanical recording of the hearing will be prepared but will be transcribed only upon request of and at the expense of the requesting party. However, a summarized record of the hearing will be prepared in every case. The hearing agenda will be set by the Hearing Officer. Neither AR 15-6 nor strict rules of evidence apply. The inquiry will be confined to matters of official record and such evidence, to include testimony of witnesses, as the attending NOK may present. The Hearing Officer will insure that attendees are given the opportunity to review the information from official records to be considered in the hearing, that NOK attending are permit-

ted to submit relevant information, and that NOK attending are informed of the final recommendation of the Hearing Officer and the reasons therefor. If requested by the Hearing Officer, the Judge Advocate General will provide an attorney to be present at the hearing to provide legal advice to the Hearing Officer. If requested by the Hearing Officer, the Director, Personal Affairs Directorate, TAGCEN, will provide a representative who is skilled in the forensic sciences and the identification processes used within that organization.

g. NOK who have attended the hearing will be furnished, upon their request, a complete copy of the summarized record of the hearing, together with the recommendation and supporting reasons to be furnished to The Adjutant General.

h. If NOK who have attended the hearing or their privately retained lawyer object to the recommendations of the Hearing Officer, the objections to the recommendations of the Hearing Officer will be incorporated in the file sent forward to The Adjutant General. These objections must be presented to the Hearing Officer within 10 calendar days following the date the attending NOK are informed of the Hearing Officer's recommendations so that a decision by The Adjutant General will not be unnecessarily delayed. An extension of this time may be granted by the Hearing Officer if good cause is shown.

i. The Hearing Officer will submit the summarized record of the hearing, together with his recommendations and supporting reasons and the NOK objections, to The Adjutant General who, as designee of the Secretary of the Army, will make a decision as to the status of the missing service member.

8-14. **Costs incurred by the attending NOK.** Cost incurred by the attending NOK, to include travel, lodging, local transportation, legal fees, transcription costs, witness expenses, and other expenses, will be borne by the attending NOK and will not be reimbursed by the Government.

15 January 1976

ELECTION OF RIGHTS

AFFORDED BY THE SECRETARY OF THE ARMY

IN CONNECTION WITH HIS REVIEW OF THE CASE OF

NAME

SSN

Please check and initial all applicable statements

☐ _____ (I, We) have read and understand the rights which (I, We) have been afforded as stated in the letter with which this form is enclosed.

☐ _____ (I, We) further acknowledge notice of the pending review of the case of the serviceman named above, who is (my, our) _____.

☐ _____ (I, We) do hereby elect to waive all of the rights afforded (me, us) in connection with the pending review of the status of (my, our) _____.

(I, We) Desire:

- ☐ _____ a. To be furnished a brief statement of the facts upon which the status review will be based.
- ☐ _____ b. To attend the hearing.
- ☐ _____ c. To attend the hearing with a privately retained lawyer.
- ☐ _____ d. To have reasonable access to the information from official records upon which status review will be based.
- _____ e. To have the opportunity to present any information which is considered relevant to the proceeding.

SIGNATURE(S)RELATIONSHIP TO
SERVICEMAN NAMED ABOVEDATE

NOTE: This form must be returned within 21 days of receipt by you. An envelope for this purpose is provided. In the event no response is received from you within the time specified, it will be presumed that you have waived the above specified rights.

DA (DAAG-PES)
WASH DC, 20314

Figure 8-1

CHAPTER 9

REPORTS OF DEATH OF USAR MEMBERS

9-1. General. This chapter prescribes procedures for reporting a US Army Reserve member's death which occurs while the member is in a status other than that listed in paragraphs 1-2a, c, and d. This chapter also prescribes the use of DD Form 1300 (Report of Casualty) for furnishing official reports of death of USAR members.

9-2. Responsibility. The responsibility for the prompt reporting of a member's death is as follows:

a. The unit commander is responsible for members under his jurisdiction.

b. The Commanding General, US Army Recruiting Command is responsible for members of the USAR Control Group (Delayed Entry).

c. The Commanding General, US Army Reserve Components Personnel and Administration Center (RCPAC) is responsible for all other members of the USAR.

9-3. Procedures. a. Notification of death will be submitted to Cdr, RCPAC, ATTN: AGUZ-PSA-C, 9700 Page Boulevard, St. Louis, MO 63132, and will include the following:

(1) Name, grade, and social security number.

(2) Date, place, and cause of death.

(3) Source of information, if document evidencing death is not available.

b. The member's MPRJ, accompanied by the notification of death, will be promptly forwarded to RCPAC.

c. Additionally, when notification of the death of

a general officer is received, a message containing information in a above will be immediately dispatched to DA WASH DC//DAAR-ZA//.

d. If a member who is assigned or attached to a troop program unit dies while not in a training status, the unit commander will forward the report of death and information as prescribed above in addition to the following:

(1) Original DA Form 41 or DD Form 93.

(2) Original VA Form 29-8286, if in effect.

(3) A copy of the unit's training schedule.

(4) When appropriate, a statement of the option elected by a nonprior-service member who was not in a pay status.

(5) A statement showing the date and amount of the last premium paid or withheld.

(6) Number of assemblies for which pay is due.

★e. The member's personal financial record (PFR) will be promptly forwarded to Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249. Remove first paper copy of DA Form 41 or DD Form 93 from MPRJ and file in finance folder prior to forwarding.

9-4. DD Form 1300 (Report of Casualty). The CG RCPAC is responsible for the issuance of this form for all deceased USAR members, except those indicated in paragraphs 1-2a, c, and d. Additionally, RCPAC will issue this for all retired Army members except those who die within 120 days of retirement.

CHAPTER 10

REPORTS OF DEATH FOR ARNG MEMBERS

★ Section I. GENERAL

10-1. General. This chapter prescribes policies and procedures governing reporting the death of an Army National Guard member.

10-2. DD Form 1300 (Report of Casualty). This form is used as the official report of death and is issued by—

a. HQDA(DAAG-PES) in all cases of death occurring while the member was participating in training or occurring as a result of such training (sec. II).

b. The State adjutant general in case of death of ARNG members who were not in a duty status at time of death (sec. III).

Section II. DEATH WHILE PARTICIPATING IN TRAINING OR AS A RESULT THEREOF

10-3. Notification of death (Casualty Report; see chap. 3). The notification that an individual has died while participating in training or as a result of such training will be initiated as follows:

a. *Reporting command.* If training is being conducted by ARNG, the ARNG commander in whose area the casualty occurs is responsible for providing the reporting casualty area command (CAC) (see app B) with information on which to prepare a casualty report. The CAC will submit casualty report for those in Federal status participating in initial active duty for training (IADT), those in State status attending service schools under the jurisdiction of the active Army, and those en route to, from, or participating in annual training (AT), active duty for training (ADT), and full-time training duty (FTRD). (For inactive duty training (IDT), see below.) Report will be prepared in accordance with chapter 3 of this regulation. In addition to addressees in table 3-1, a copy of the casualty report will be furnished the following addressees:

- (1) Chief, National Guard Bureau.
- (2) State adjutant general.

b. *State adjutant general.* The State adjutant general will submit casualty reports on cases other than those stated in paragraph 10-3a above, e.g., members on inactive duty training (IDT) and members who were not in a duty status at time of death.

(1) Reports on IDT deaths will be prepared and distributed in accordance with chapter 3 of this regulation. In addition to addressees in table 3-1, a copy of the report will be sent to the Director, Centralized Pay Operations, Dept 363, USAFAC,

Indianapolis, IN 46249. Item 67 of the report will include a statement that death gratuity is to be paid by the finance and accounting officer having access to the member's personal finance record. In the event death occurs as a result of an injury sustained while traveling to or from inactive duty training, item 67 of the report will contain a statement that payment of death gratuity is being deferred pending receipt of DD Form 261 (Report of Investigation—Line of Duty and Misconduct Status) indicating action of approving authority (NGR 600-3).

(2) Death while not in duty status will be reported according to section III of this chapter.

10-4. Notification of next of kin. When death occurs while the member is in a status indicated in paragraph 10-3a above, responsibility for notifying the next of kin rests with the CAC. When death occurs while the member is in a training status indicated in paragraph 10-3b above, responsibility for notifying the next of kin rests with the State authorities.

10-5. Appointment and responsibilities of SAO. See Chapter 7 of this regulation.

★ **10-6. Line of duty investigations.** See NGR 600-3.

★ **10-7. Care and disposition of remains.** See NGR 638-40.

★ **10-8. Disposition of records.** See NGR 640-100 or NGR 600-200, as appropriate. Also see NGB Pamphlets 37-104-3 and 37-104-10. The member's personal financial record (PFR) should be marked "Deceased" and promptly forwarded through the USPFO Military Pay Branch to

Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249.

★ 10-9. Servicemen's Group Life Insurance (SGLI) Certification of Eligibility. The following procedures apply when an eligible member dies while on active duty for training (ADT), full-time training duty (FTTD), annual training (AT), or inactive duty training (IDT):

a. The recordkeeping element having custody of the DA Form 41 or DD Form 93 will initiate action prescribed in chapter 11. The original DA Form 41 (1 Apr 74) or DD Form 93 with VA Form 29-8286; copy of the report of death; and a copy of the

schedule for IDT, or a copy of the ADT, FTTD, or AT orders will be forwarded to HQDA (DAAG-PEC).

b. HQDA (DAAG-PES) will prepare DD Form 1300 and certify the member's eligibility for SGLI in Item 13. (When appropriate, the option elected by the member will be included in the certification.) The documents submitted by the recordkeeping element will be attached to the DD Form 1300 and forwarded to the Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, NJ 07102. The OSGLI will then correspond with the beneficiary.

★ Section III. DEATH WHILE NOT IN DUTY STATUS

10-10. Report of death. a. A report of death will be prepared by the unit commander in appropriate format and will be submitted with the member's personnel records jacket to the State adjutant general. The report will include:

- (1) Name, grade, and social security number
- (2) Date and place of death
- (3) Cause of death and source of information if

document evidencing death is not available for inclusion in personnel records jacket.

b. The member's PFR should be marked "Deceased" and promptly forwarded through the USPFO Military Pay Branch to Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249.

10-11. Distribution of DD Form 1300. Distribution of this form will be as follows:

a. Two copies for each general officer and one copy for other officers or warrant officers will be sent to NGB-ARP-C, 5600 Columbia Pike, Falls Church, VA 22041.

b. One copy of all reports (including those on enlisted personnel) will be sent to—

(1) The Director, Federal Bureau of Investigation, ATTN: Investigation Division, Department of Justice, Washington, DC 20537.

(2) Commander, US Army Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

(3) Office of Servicemen's Group Life Insurance, 212 Washington Street, Newark, NJ 07102.

c. One copy of all reports (including those on enlisted personnel) will be retained by the State adjutant general.

10-12. Disposition of records. Records will be retained by the State adjutant general.

★ 10-13. SGLI Certification of Eligibility. The State adjutant general will certify the member's eligibility for SGLI in item 13 of the copy of DD Form 1300 to be forwarded to OSGLI (para 10-9b) and attach the following documents:

- a. Death Certificate.
- b. DD Form 93 (duplicate copy) or DA Form 41 (original).
- c. Original VA Form 29-8286, if applicable.
- d. When appropriate, a statement of the option elected by a nonprior-service member who was not in a pay status.
- e. A statement showing the date and amount of the last premium paid or withheld (copy of latest LES or MPV may be used for this item).

TABLE 10-1. Instructions for Completion of DD Form 1300 (Report of Casualty)

-
- Item 1. Use a consecutive numbering system each fiscal year, such as "1-74", "TYPE" of Report will be indicated as "FINAL", "CORRECTED FINAL", "CANCELLATION", etc.
- Item 2. Self-explanatory
- Item 3. Name (last, first, and middle name)
SSN
Grade
Component (use ARNGUS)
Branch (officers only)
Last organization
Station
MOS
- Item 4. a. Put "X" in "NON-BATTLE" block
b. Leave blank
c. Self-explanatory
d. Self-explanatory
e. Self-explanatory
f. Cause and circumstances; additional information may be placed under remarks and this item keyed to the remark
- Item 5. Self-explanatory
- Item 6. Not applicable
- Item 7. Self-explanatory
- Item 8. Enter type of duty (ADT, FTTD, AT, IDT) hours and date—or enter "Not in a duty status"
- Item 9. List adult next of kin (person having authority to direct disposition of remains).
Legal next of kin if minor and if not residing with adult next of kin.
If there is no spouse or child, list person or persons designated on Record of Emergency Data form to receive gratuity pay (brothers, sisters, mother, father, only).
Show person or persons designated on Record of Emergency Data form to receive unpaid pay and allowances.
If a deceased person has no living relatives, the statement "No surviving relative of record." will be entered in this item. This statement will be made even though a "friend" is shown as an interested person.
The persons listed in this item will be keyed to standard remark in "footnotes" in Item 13, if applicable.
- Item 10. Self-explanatory
- Item 11. Self-explanatory
- Item 12. Put "X" in "YES" or "NO" block. If yes, list any prior service numbers and branch of service in which service was rendered, if readily available.
- Item 13. Remarks to amplify entries in other items or to show additional information.
- Item 14. Self-explanatory
- Item 15. Self-explanatory

CHAPTER 11

RECORD OF EMERGENCY DATA (DD FORM 93 AND DA FORM 41)

11-1. Purpose of DD Form 93 and DA Form 41. These forms are extremely important because—

a. When completed they become an official and legal document which designates certain beneficiaries for certain benefits in the event the member is captured, missing, interned, or deceased.

b. They provide the name and address of the person(s) to be notified in case of emergency or death.

★ **11-2. Preparing DD Form 93 and DA Form 41.** Agencies responsible for preparing these forms and the categories of personnel for whom the forms are prepared are shown in table 11-1. The forms will be prepared as assembled and will be typed or printed using black or blue-black ink. If typed, upper and lower case letters or all upper case letters may be used.

a. Instructions for item-by-item preparation of the forms are provided on the reverse side of the duplicate copies. Additional instructions are contained on table 11-3 for completing DA Form 41. The only additional instructions for completing DD Form 93 are to mark "NA" in item number 3b on the form and delete the requirement for service member to initial item 2b to indicate valid SSN. However, physical checking of the SSN by the service member is essential to ensure accuracy.

b. Agencies preparing the forms will ensure that—

(1) A complete new form is submitted when there is a change in any one of the items.

(2) All items are completed or marked as shown in the detailed instructions on the forms.

(3) The card copies are not stapled, folded, or mutilated.

(4) Forms of more than one card are secured with a paper clip.

(5) All members read and fully understand the instructions to service member and the statement which is to be signed in ink on the first and second copies of the form (DD Form 93 only).

c. During preparation of the form typographical errors may be corrected by marking out the error

with a slash (/) and typing or *printing* the correct information immediately after the slash (/). All corrected information will be initialed by the member.

d. Any item which is the same as a previous entry may be completed by entering SEE ITEM

★ e. When deemed necessary and appropriate, the Army activities preparing the forms may require the service member to present documentary evidence to support marriage, divorce, birth of dependent, adoption of a dependent, or any other significant change.

11-3. Review and update. a. The form will be reviewed—

(1) During outprocessing for PCS.

(2) Upon arrival at a new duty station.

(3) Annually, during the birth month.

b. The date of review will be entered in pencil below item 16, DD Form 93, or in item 20, DA Form 41, on the paper copy filed in the MPRJ.

c. The service member concerned will have a new form prepared when there is a change in any item.

11-4. Disposition. As prescribed in table 11-1.

11-5. Confidential data. Members will be advised that data listed on the form will be used only for official purposes and will be divulged only with their written consent. Information listed may be released to the member's next of kin or legal representative.

11-6. Transmittal of Forms. DA Form 200 (Transmittal Record) will be used to transmit all forms to HQDA and will be signed by the personnel officer or the personnel staff NCO. The signed DA Form 200 will be construed to mean that the forms being transmitted have been checked and verified as being correct and properly completed.

11-7. Use of DD Form 93. DD Form 93 will be available for use on the effective date of this regulation. Use and preparation of this form will be in accordance with the provisions of paragraph 11-8.

11-8. Use of DA Form 41. DA Form 41 will continue to be used until supplies are exhausted. When this occurs and a new record of emergency data is to

be prepared, the DD Form 93 will be prepared along with the accompanying VA Form 29-8286 (SGLI Election). DD Form 93 will not be prepared simply to have the new form in file. All previous editions of the DA Form 41 will be considered current. No headquarters subordinate to HQDA will require a conversion to the DD Form 93.

11-9. DD Form 93; Privacy Act Statement (fig. 11-1). During the preparation of any record of emergency data, the form shown in figure 11-1 will be provided to the service member. Local reproduction of the form is authorized. This action is in keeping with the provision of the Privacy Act which requires that all persons completing any form be advised as to the need for the completion of the form

and for what purpose the form will be used. DD Form 93, Privacy Act Statement, will be reproduced locally on 8- x 10½-inch paper.

11-10. Disposition of remains. An unmarried service member may designate a blood relative to receive his/her remains; however, upon marriage, the surviving spouse is entitled to receive and direct disposition of the remains regardless of this designation. The designation of the blood relative will be entered in item 13, DD Form 93, as follows: DR: Name/blood relation/initials. If the service member declines to name a blood relative, the order of priority of persons cited in AR 638-40 will be followed in determining the individual entitled to receive and direct disposition of the remains.

Table 11-2. Additional Instructions for Completing DD Form 93—Deleted

Table 11-3. Additional Instructions For Completing DA Form 41

<i>Item Number</i>	<i>Title</i>	<i>Instructions</i>
1	Name	If the member does not have a middle name or initial, leave blank. If the member has initials instead of a first and/or middle name, inclose the initials in quotation marks (e.g., "J," "E," or "J E"); also enter "JR," "SR," "II," or "III," when applicable. Alias or also known as (AKA) name will be entered in remarks section by entering (see item 23) after current name.
5	Home of record	For enlisted personnel, enter the home of record shown in item 41, DD Form 4 or item 3, DD Form 47. For officers, enter the home of record shown in their initial active duty orders or as subsequently changed by HQDA.
9	Spouse	This entry will, insofar as possible, be identical with the name and address of spouse as listed on other official records of the member. If the member has never been married, enter NA. If previously married, enter NOT NOW MARRIED, if applicable, and under "REMARKS" (item 23) on the reverse on the card form, enter the complete name of the former spouse and how the marriage was terminated (e.g., DIVORCED or DECEASED), including the date and place. If divorced, enter the complete, current mailing address of the former spouse. If the current address is unknown, enter the last known address and the date.
10	Children	The term children includes a natural child, adopted child, stepchild, and illegitimate child, if so acknowledged in writing by the member. It also includes the child of a member who has been judicially decreed or otherwise shown by satisfactory evidence to be the parent. If the member has no children, enter NA.
16 and 17	Principal and contingent beneficiaries.	Enter first name, middle initial, and last name (as in item 1 above) followed by current address if not previously listed. Enter relationship and fraction in appropriate blocks. For additional designation(s) use item 23, REMARKS AND CONTINUATIONS: (Before completing these two items, the member will be counseled, as prescribed in AR 608-2.)
18	Insurance reduction or refusal.	If not refused, NA may be entered.
19	Signatures of member and witness.	(1) Personnel will sign their first name, middle initial, and last name but will not sign a blank form or will not sign a form before each item has been verified. (2) The witness will ensure that the member has reviewed the form. The form will not be signed by the witness until signed by the member.
22	Do not notify	Enter complete name (as in item 1 above), relationship, and reason for not notifying the person in a case of emergency (e.g., "ILL HEALTH" or "ADVANCED AGE"). If more than one person is in this category, enter (see item 23) and list this person there.
23	Remarks and continuations	This item may also be used to clarify information concerning marital status or other relationships; give location of the will or other valuable papers; and list name(s) of insurance company(ies), thus enabling DA to send DD Form 1300 (Report of Casualty) immediately to insurance companies for prompt statement of insurance claims. (Notifying commercial insurance companies is a voluntary DA action, designed to assist the member's dependents.) It may also be used for any continuation of other entries on the form and may be used for other information (e.g., to indicate dependency of disabled children). Additional cards may also be used if required.

★ **Table 11-1. Categories of Personnel, Agencies Responsible for Record of Emergency Data Preparation, Initial Distribution, and Final Distribution on Change of Status**

IMPORTANT: Upon death of service member, documents to be sent to HQDA will be mailed immediately. Agencies responsible for making initial distribution of cards will send them to HQDA, where applicable, within 72 hours after completion.

A. Category of Personnel	B. Responsible Agency	C. Initial Distribution	D. Disposition of Change of Status
1. Enlistees, inductees, and reenlistees from civilian life.	AFFES	Mail 1st card to HQDA (DAAG-PEC), 1st paper copy to MPRJ; 2d paper copy to member.	Upon death, send paper copy of DD Form 93 to DAAG-PEC.
2. Changes to card (include AD and IADT personnel). A complete new form must be submitted when there is a change in any item.	Commander or organization or activity having member's personnel record.	Mail 1st card to HQDA (DAAG-PEC), 1st paper copy to MPRJ; 2d paper copy to member.	Upon discharge (except to reenlist or upon REFRAD), destroy paper copy. Upon death, send DA Form 41 (1 Apr 74) or DD Form 93 with VA Form 29-8286 to DAAG-PEC. Send Xerox copy and last military paper voucher to USAFC ⁽¹⁾ .
3. USAR and ARNG personnel ordered to AD, ADT, extended AD, or FTTD.	Organization or activity to which member reported initially.	File 1st card and 1st paper copy in MPRJ; 2d paper copy to member.	See ⁽²⁾ below.
4. ARNG or Reserve Component personnel assigned to units.	Unit assigned.	File 1st card and 1st paper copy in MPRJ; 2d paper copy to member.	See ⁽²⁾ below.
5. NG personnel not on extended AD	As prescribed by Chief, NGB	File 1st card and 1st paper copy in MPRJ; 2d paper copy to member.	See ⁽²⁾ below.
6. USMA cadets and newly commissioned graduates	US Military Academy	File 1st card and 1st paper copy in cadets MPRJ at USMA; 2d paper copy to member.	When commissioned, fill out new form and comply with 2D of this table. If death occurs in cadet status, airmail card copy to DA and paper copy to USAFC with last military pay voucher.
7. ROTC cadets attending summer camp and ROTC cadets receiving commission upon graduation.	ROTC Instruction Group (at least 30 days before opening date or camp or entry on AD) (AR 145-1)	File 1st card and 1st paper copy in cadets MPRJ; 2d paper copy to member.	When commissioned, fill out new form and comply with 2D above. While at summer camp, send card to installation commander of camp. Return card to Professor of Military Science at school upon completion of camp. If death occurs at camp airmail card and/or VA Form 29-8286 to DA and paper copy to USAFC and last military pay voucher.
8. 2LT commissioned under the Early Commission Program (assigned to USAR Contingency Group Delayed).	Army HQ processing the appointment.	Home unit will file 1st card copy; file 1st paper copy in MPRJ; 2d paper copy to member.	See ⁽²⁾ below.

⁽¹⁾ Cdr, USAFAC, ATTN: Inquiries Division, Dept 363, Indianapolis, IN 46249.

⁽²⁾ When personnel transfer and hand-carry MPRJ, card copy will be maintained by the losing unit until member arrives and gaining unit requests card copy. When ordered to AD for 6 months or more (or ordered to IADT for ARNG or USAR personnel), verify information and comply with instructions of item 2D above. If death occurs while performing IDT or ADT other than as indicated above, or traveling to or from such training, airmail card copy to DAAG-PEC and paper copy to USAFAC with last military pay voucher. For ARNG personnel, copy will also be forwarded with report of investigation (NGR 600-30). If death occurs for ARNG personnel not in a duty or training status:

(a) Original of DA Form 41 (1 Apr 74) will be forwarded to Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, NJ 07102, and a copy of the DA Form 41 with the last military pay voucher to USAFAC, or

(b) Original of DD Form 98 or DA Form 41 (1970) with VA Form 29-8286 will be forwarded to OSGLI and a copy of DD Form 93/DA Form 41 with last military pay voucher to USAFAC, whichever is applicable.

Note: Second card copy will be destroyed or utilized as directed by the local commander, State adjutant general, or directing headquarters.

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)	
TITLE OF FORM RECORD OF EMERGENCY DATA	PRESCRIBING DIRECTIVE AR 600-10
1. AUTHORITY 10 USC 1475-1480 and 2771; 38 USC 770; 44 USC 3101.	
2. PRINCIPAL PURPOSE(S) The Record of Emergency Data Form when completed, becomes an official and legal document by which you have designated certain beneficiaries for certain benefits in the event of your death and serves as a guide for the disposition of your pay and allowances in the event you are captured, missing, or interned. It also provides the names and addresses of the person (s) you desire to be notified in case of emergency or death.	
3. ROUTINE USES The form is used by casualty offices to provide your next of kin with notification of your injury, illness, or death. Data listed thereon provides these offices with the names and addresses of your wife, children, parents, or other persons who are to be notified of your status. In completing the form, you designate the person (s) to receive any unpaid pay and allowances and death gratuity as provided by the U.S. Army. The information also indicates those persons you do not desire to be notified in the event of emergency or death. It also may be used to provide information about your will, insurance policies, and other personal data which may be used in settling your personal affairs in the event of your death.	
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION Disclosure of your SSN is mandatory as you are identified by it in all of your official records. This includes personnel and finance records which are required in settling your accounts and insuring that all benefits are received to which your survivor's are entitled in the event of your death.	
DA FORM 41/DD FORM 93 - Privacy Act Statement - 26 Sep 75	

Figure 11-1.

CHAPTER 12

OBTAINING PERSONAL INFORMATION FROM THE NOK OF A DECEASED SERVICE MEMBER

12-1. General. To settle a deceased service member's personal affairs and financial accounts, personal information is normally required from the NOK pertaining to the member or the decedent. In order to protect both the decedent and the NOK, the NOK will be advised of the necessity to disclose the information which is in compliance with the provisions of the Privacy Act.

12-2. Advisement. The NOK of a deceased service member will be advised of the reasons for disclosure of the requested information. This will be accomplished by providing the NOK a copy of DA Form 4475-R (Data Required by the Privacy Act of 1974—Personal Information from NOK of a Deceased Service Member) (fig. 12-1). This form will be locally reproduced on 8 by 10½-inch paper and is the only manner of advisement required prior to requesting information from the NOK.

DATA REQUIRED BY THE PRIVACY ACT OF 1974 PERSONAL INFORMATION FROM THE NOK OF A DECEASED SERVICE MEMBER (5 U.S.C. 552a)	
TITLE OF FORM PERSONAL INFORMATION FROM THE NOK OF A DECEASED SERVICE MEMBER	PRESCRIBING DIRECTIVE AR600-10.
1. AUTHORITY 10 USC 1475-1480 44 USC 3101	
2. PRINCIPAL PURPOSE(S) The personal information pertaining to you as a nok of a deceased service member becomes official information when released and is used by HQDA in the settlement of the deceased's personal affairs and financial accounts.	
3. ROUTINE USES The information provided to the person(s) assisting you will be forwarded to HQDA for use in settling the personal and financial affairs of the service member. The information requested may be a valid address for you and your children (if applicable), your desires as to the disposition of the deceased's remains, factual information as to your marital relation to the deceased, and other such information which will enable the Army to settle the deceased's personal affairs. It may also be used by other government agencies and selected agencies such as an insurance company or bank.	
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION Disclosure of the information is voluntary. However, the disclosure enables the personal affairs and financial accounts of the deceased service member to be finalized and you as a nok receive any benefits to which entitled. If the required information is not provided then a delay may be experienced in your receiving those benefits to which you may be entitled.	

DA FORM 4475-R, 1 Dec 75

Figure 12-1

APPENDIX A

GUIDANCE TO INDIVIDUAL MAKING PERSONAL NOTIFICATION

REMEMBER:

As a personal representative of the Secretary of the Army you are expected to be courteous, helpful, and sympathetic toward the NOK in this most sensitive mission of personal notification. Your presence is designed to soften the blow, if possible, and show the Army's concern for its personnel, their dependents, and their NOK. Each notification action will be different as a result of the individuals and circumstances involved, which can precipitate different reactions. Your alertness to the needs of the individual will assist the DA in maintaining a rapport with the NOK at the time of their greatest need. Your actions in this difficult task can improve the image of the Army as well as increase confidence in the Army on the part of the public.

DO

1. Present a soldierly appearance—be as neat in appearance and attire as the circumstances permit.
2. Call on the NOK promptly after receiving casualty information. However, the visit should occur only during the hours from 0600 to 2200, local time, unless otherwise directed.
3. Make the visit as inconspicuous as possible.
4. Be as natural as possible in speech, manner, and method of delivery of the notification. Furnish the NOK essentially the following information:
 - a. *For death cases:* "The Secretary of the Army has asked me to express his deep regret that your (relationship) (died/was killed in action) in (country) on (date). (State the circumstances.) The Secretary extends his deepest sympathy to you and your family in your tragic loss."
 - b. *For missing cases:* "The Secretary of the Army has asked me to inform you that your (relationship) has been reported (missing/missing in action) in (country) since (date). (State the circumstances.) When additional information is received, you will be promptly notified. The Secretary extends his deepest sympathy to you and your family during this most trying period."
5. Be alert for any adverse reaction to the news. If there apparently is no other adult member of the family at home and the news produces a shock that would seem to make it desirable for someone to be with the next of kin, ask, "Is there anything I can do?" or in case of severe reaction say, "May I call someone or ask a neighbor to step in?"
6. Inform the PNOK of a subsequent visit by an SAO/FSAO, but do not specify date or time he will visit (chap. 7).
- ★ 7. Inform the NOK that a followup confirmatory message will be received through commercial telegraph facilities. Advise that a 24-hour time lapse is not considered excessive. Verify NOK complete name and 45-day mailing address at that time.
- ★ 8. In death cases, if remains have been recovered, inform the NOK that a message on disposition of remains will be forthcoming. In the case of SNOK, inform

them that the PNOK will receive a message on disposition of remains. If remains were not recovered, the NOK will be advised on the procedures for conducting a memorial service as outlined in AR 638-40. Advise NOK that the normal time for return of remains from an overseas area to CONUS is 7-10 days and 3-4 days for return of remains from with CONUS.

9. Solicit the assistance of neighbors, friends, clergy, postmaster, or police chief, as necessary, in locating NOK who are not at home. Care must be taken not to disclose the full purpose of your mission. If the absence is temporary, you may wait their return or go in search of them, depending on the circumstances. If the NOK is out of town and not expected to return shortly, ascertain the *exact* location and accomplish the visit if within a reasonable geographic distance, or telephonically redirect action immediately through the casualty reporting chain of command.

ONCE NOTIFICATION ACTION HAS BEGUN, IT MUST BE CONTINUED TO COMPLETION

★ 10. Inform the PNOK that personal notification will be made to the SNOK if such notification is required by paragraph 5-7.

11. Inform the SNOK that the PNOK has already been informed.

12. Inform the NOK that a letter will be forthcoming from the individual's commander which will provide more complete details (chap. 6).

DO NOT

1. Don't notify by telephone.

2. Don't call for an appointment prior to visiting.

3. Don't hold your notes or a prepared speech in hand when approaching the residence of the NOK.

4. Don't divulge your message except to the person or persons concerned.

5. Don't leave word with neighbors or other individuals to have the NOK call you.

6. Don't speak hurriedly or continuously refer to notes when talking to the NOK.

7. Don't use code words which may have been used in the casualty report. See table 3-2 for definition of the code words.

8. Don't use gestures which might be misconstrued as manifestations of being overly sympathetic.

9. Don't touch the NOK in any manner unless there is extreme shock or fainting, in which case render appropriate assistance.

10. Don't discuss entitlements in death cases at this time. (Acknowledge either the fact that you are not knowledgeable in this field and that an SAO will be assigned to discuss such matters, or if you are the SAO, inform the NOK that you will return later to discuss all details.)

11. Don't discuss disposition of remains or personal effects.

★ 12. Don't inform SNOK that they will receive a subsequent visit from an SAO, unless the PNOK is a minor and not the spouse.

13. Don't commit your organization or DA to accomplishing an action or obtaining some information by a given time. All requests for information or other assistance will, however, be forwarded to the proper agency or through the casualty reporting chain of command without delay.

14. Don't stop in taverns or similar establishments while awaiting the return of the NOK.

APPENDIX B

AREAS OF RESPONSIBILITY—CASUALTY AREA COMMANDS

Fort Belvoir, VA

Virginia counties of Rockingham, Shenandoah, Page, Warren, Greene, Madison, Rappahannock, Fauquier, Culpeper, Orange, Prince William, Stafford, Spotsylvania, King George, Richmond, Westmoreland, Northumberland, Lancaster; Maryland counties of Charles and St. Marys; West Virginia counties of Pendleton, Grant, Hardy.

Fort Benjamin Harrison, IN

Illinois counties of Fulton, Tazewell, McLean, Ford, Iroquois, Mason, Logan, DeWitt, Piatt, Champaign, Vermilion, Menard, Sangamon, Macon, Christian, Shelby, Moultrie, Douglas, Edgar, Coles, Cumberland, Clark, Effingham, Jasper, Crawford, Richland, Lawrence, Edwards, Wabash; Indiana counties of Lagrange, Steuben, Noble, DeKalb, Starke, Marshall, Kosciusko, Whitley, Allen, Newton, Jasper, Pulaski, Fulton, Benton, White, Carroll, Cass, Miami, Wabash, Huntington, Wells, Adams, Howard, Grant, Blackford, Jay, Warren, Tippecanoe, Clinton, Tipton, Fountain, Montgomery, Boone, Hamilton, Madison, Delaware, Randolph, Vermillion, Parke, Putnam, Hendricks, Marion, Henry, Hancock, Wayne, Vigo, Clay, Owen, Morgan, Johnson, Shelby, Rush, Fayette, Union, Sullivan, Greene, Monroe, Brown, Bartholomew, Decatur, Franklin, Knox, Daviess, Martin, Lawrence, Jackson, Jennings, Ripley, Dearborn, Gibson, Pike, Dubois, Orange, Washington, Scott, Jefferson, Ohio, Switzerland, Posey, Vanderburgh, Warrick, Spenser, Perry, Crawford, Harrison, Floyd, Clark.

Ford Benning, GA

Georgia counties of Troup, Meriwether, Pike, Lamar, Monroe, Jones, Harris, Talbot, Upson, Crawford, Bibb, Twiggs, Muscogee, Chattahoochee, Marion, Taylor, Peach, Schley, Macon, Houston, Blechley, Stewart, Webster, Sumter, Dooly, Pulaski, Dodge, Quitman, Randolph, Terrell, Lee, Crisp, Wilcox, Clay, Calhoun, Dougherty, Worth, Turner, Ben Hill, Irwin, Tift, Early, Baker, Mitchell, Colquitt, Cook, Berrien, Seminole, Miller, Decatur, Grady, Thomas, Brooks, Lowndes, Lanier, Echols, Clinch; Alabama counties of Coosa, Tallapoosa, Chambers, Elmore, Macon, Lee, Montgomery, Bullock, Russell; Florida counties of Gadsden, Leon, Jefferson, Madison, Hamilton, Columbia, Liberty, Wakulla, Franklin, Taylor, Suwannee, Lafayette, Gilchrist, Dixie.

Fort Bliss, TX

State of New Mexico; Texas counties of El Paso, Hudspeth, Culberson, Loving, Winkler, Ward, Reeves, Jeff Davis, Pecos, Presidio, Brewster, Terrell.

Fort Bragg, NC

State of North Carolina.

Fort Campbell, KY

State of Tennessee; Kentucky counties of Union Henderson, Daviess, Webster, McLean, Ohio, Crittenden, Hopkins, Muhlenberg, Butler, Livingston, Caldwell, Lyon, Ballard, McCracken, Carlisle, Hickman, Fulton, Graves, Marshall, Calloway, Trigg, Christian, Todd, Logan, Simpson.

Fort Carson, CO

State of Colorado, Wyoming, South Dakota, and North Dakota.

Fort Devens, MA

States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut; and New York counties of Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Herkimer, Hamilton, Essex, Warren, Washington, Saratoga, Fulton, Montgomery, Schenectady, Rensselaer, Albany, Otsego, Chemango, Madison, Oneida, Lewis, Oswego, Onondaga, Cortland, Broome, Tioga, Tompkins, Cayuga, Wayne, Seneca, Schuyler, Chemung, Steuben, Yates, Ontario, Monroe, Livingston, Allegany, Wyoming, Genesee, Orleans, Niagara, Erie, Cattaraugus, Chautauqua.

Fort Dix, NJ

State of New Jersey; city of Philadelphia; and the Pennsylvania counties of Bucks, Delaware, Montgomery, Chester.

Fort Eustis, VA

Virginia counties of Middlesex, Mathews, Gloucester, James City, York, Hampton, Newport News, Isle of Wight, Southampton, Nansemond, Norfolk, Portsmouth, Chesapeake, Virginia Beach.

Fort Gordon, GA

South Carolina counties of Oconee, Pickens, Greenville, Spartanburg, Anderson, Abbeville, Laurens, McCormick, Greenwood, Edgefield, Saluda, Aiken, Barnwell, Allendale, Hampton; Georgia counties of Stephens, Franklin, Hart, Madison, Elbert, Clarke, Oconee, Oglethorpe, Morgan, Greene, Taliaferro, Wilkes, Lincoln, Putnam, Baldwin, Hancock, Warren, McDuffie, Columbia, Wilkinson, Washington, Glascock, Jefferson, Burke, Laurens, Johnson, Emanuel, Jenkins, Screven, Richmond.

Fort Hamilton, NY

New York counties of Delaware, Greene, Columbia, Sullivan, Ulster, Dutchess, Orange, Putnam, Rockland, Westchester, Suffolk, Nassau, Yonkers; and New York City.

Fort Hood, TX

Texas counties of Dallam, Sherman, Hansford, Ochiltree, Lipscomb,

★Hartley, Moore, Hutchinson, Roberts, Hemphill, Oldham, Potter, Carson, Gray, Wheeler, Deaf Smith, Randall, Armstrong, Donley, Collingsworth, Parmer, Castro, Swisher, Briscoe, Hall, Childress, Bailey, Lamb, Hale, Floyd, Motley, Cottle, Hardeman, Foard, Wilbarger, Wichita, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Knox, Baylor, Archer, Clay, Montague, Cooke, Grayson, Fannin, Lamar, Red River, Bowie, Cass, Morris, Titus, Camp, Franklin, Delta, Hunt, Collin, Denton, Wise, Jack, Young, Throckmorton, Haskell, Stonewall, Kent, Garza, Lynn, Terry, Yoakum, Gaines, Dawson, Borden, Scurry, Fisher, Jones, Shackelford, Stephens, Palo Pinto, Parker, Tarrant, Dallas, Rockwall, Kaufman, Rains, Van Zandt, Wood, Upshur, Marion, Gregg, Harrison, Smith, Henderson, Ellis, Johnson, Hood, Somervell, Erath, Eastland, Callahan, Taylor, Nolan, Mitchell, Howard, Martin, Andrews, Ector, Midland, Glasscock, Sterling, Coke, Runnels, Coleman, Brown, Comanche, Bosque, Hill, Navarro, Anderson, Cherokee, Rusk, Panola, Shelby, Nacogdoches, Crane, Upton, Reagan, Irion, Tom Green, Concho, Crockett, Sutton, Schleicher, Menard, Kimble, McCulloch, Mason, Mills, San Saba, Llano, Hamilton, Lampasas, Burnet, Coryell, Bell, Williamson, McLennan, Falls, Milam, Limestone, Robertson, Brazos, Burlson, Washington, Freestone, Leon, Madison, Grimes, Houston, Walker, Montgomery, Trinity, San Jacinto, Angelina, San Augustine, Sabine, Gillespie, Blanco, Travis, Bastrop, and Lee.

Fort Huachuca, AZ

State of Arizona.

Fort Indiantown Gap, PA

State of Pennsylvania; excluding the city of Philadelphia and the Pennsylvania counties of Bucks, Delaware, Montgomery, Chester.

Fort Jackson, SC

South Carolina counties of Cherokee, York, Union, Chester, Lancaster, Chesterfield, Marlboro, Newberry, Fairfield, Kershaw, Darlington, Dillon, Lexington, Richland, Sumter, Lee, Florence, Marion, Horry, Orangeburg, Calhoun, Clarendon, Williamsburg, Georgetown, Bamberg, Dorchester, Berkeley, Colleton, Charleston.

Fort Knox, KY

State of Ohio; Kentucky counties of Boone, Kenton, Campbell, Trimble, Carroll, Gallatin, Grant, Pendleton, Bracken, Mason, Lewis, Greenup, Henry, Owen, Harrison, Robertson, Fleming, Rowan, Carter, Boyd, Nicholas, Oldham, Jefferson, Shelby, Scott, Franklin, Bourbon, Montgomery, Bath, Menifee, Morgan, Elliott, Lawrence, Johnson, Martin, Pike, Floyd, Magoffin, Knott, Letcher, Wolfe, Breathitt, Perry, Leslie, Harlan, Bell, Knox, Clay, Owsley, Lee, Powell, Clark, Estill, Jackson, Laurel, Whitley, McCreary, Pulaski, Rockcastle, Madison, Fayette, Jessamine, Garrard, Lincoln, Woodford, Mercer, Boyle, Casey, Russell, Wayne, Clinton, Cumberland, Adair, Taylor, Marion, Washington, Anderson, Spencer, Nelson, Larue, Green, Metcalfe, Monroe, Barren, Hart, Hardin, Bullitt, Meade,

Breckinridge, Hancock, Grayson, Allen, Edmonson, Warren; West Virginia counties of Hancock, Ohio, Marshall, Wetzel, Monongalia, Preston, Marion, Taylor, Harrison, Doddridge, Tyler, Pleasants, Wood, Ritchie, Wirt, Jackson, Roane, Calhoun, Gilmer, Lewis, Barbour, Tucker, Randolph, Upshur, Webster, Braxton, Clay, Mason, Putman, Kanawha, Nicholas, Pocahontas, Greenbrier, Monroe, Fayette, Raleigh, Summers, Mercer, McDowell, Wyoming, Boone, Logan, Mingo, Lincoln, Wayne, Cabell, Brooke.

Fort Leavenworth, KS

Kansas counties of Marshall, Nemaha, Brown, Doniphan, Jackson, Atchison, Jefferson, Leavenworth, Wyandotte, Douglas, Johnson; Missouri counties of Jackson, Lafayette, Saline, Platte, Clay, Ray, Carroll, Chariton, Buchanan, Clinton, Caldwell, Livingston, Linn, Sullivan, Putnam, Mercer, Grundy, Daviess, Harrison, De Kalb, Gentry, Worth, Nodaway, Andrew, Holt, Atchison.

Fort Lee, VA

Virginia counties of Highland, Augusta, Albemarle, Louisa, Caroline, Essex, Bath, Rockbridge, Nelson, Fluvanna, Goochland, Hanover, King William, King and Queen, New Kent, Charles City, Henrico, Richmond (City), Chesterfield, Prince George, Surry, Sussex, Dinwiddie, Greenville, Brunswick, Nottoway, Amelia, Powhatan, Cumberland, Prince Edward, Lunenburg, Mecklenburg, Halifax, Charlotte, Appomattox, Buckingham, Amherst, Campbell, Pittsylvania, Bedford, Lynchburg (City), Henry, Franklin, Roanoke, Roanoke (City), Botetourt, Alleghany, Craig, Montgomery, Floyd, Patrick, Carroll, Pulaski, Giles, Bland, Wythe, Grayson, Smyth, Tazewell, Buchanan, Russell, Washington, Dickenson, Wise, Scott, Lee.

Fort Leonard Wood, MO

Illinois counties of Hancock, McDonough, Adams, Schuyler, Brown, Cass, Pike, Scott, Morgan, Calhoun, Greene, Macoupin, Montgomery, Jersey, Madison, Bond, Fayette, St. Clair, Clinton, Marion, Clay, Monroe, Washington, Jefferson, Wayne, Randolph, Perry, Franklin, Hamilton, White, Jackson, Williamson, Saline, Gallatin, Union, Johnson, Pope, Hardin, Alexander, Pulaski, Massac; Missouri counties of Schuyler, Scotland, Clark, Adair, Knox, Lewis, Macon, Shelby, Marion, Randolph, Monroe, Ralls, Pike, Audrain, Howard, Boone, Callaway, Montgomery, Lincoln, Warren, Cass, Johnson, Pettis, Cooper, Bates, Henry, Benton, Morgan, Moniteau, Cole, Osage, Gasconade, Franklin, St. Charles, St. Louis, St. Louis (City), Jefferson, Vernon, St. Clair, Cedar, Hickory, Camden, Miller, Maries, Phelps, Crawford, Washington, St. Francois, Ste. Genevieve, Barton, Dade, Polk, Dallas, Laclede, Pulaski, Dent, Iron, Madison, Perry, Bollinger, Cape Girardeau, Jasper, Lawrence, Greene, Webster, Wright, Texas, Shannon, Reynolds, Wayne, Stoddard, Scott, Newton, McDonald, Larry, Stone, Christian, Taney, Douglas, Ozark, Howell, Oregon, Carter, Ripley, Butler, New Madrid, Mississippi, Dunklin, Pemiscot.

Fort Lewis, WA

States of Washington, Oregon, Idaho, Montana, Utah.

Fort McClellan, AL

Alabama counties of Lauderdale, Limestone, Madison, Jackson, Colbert, Franklin, Lawrence, Morgan, Marshall, De Kalb, Marion, Winston, Cullman, Blount, Etowah, Cherokee, Lamar, Fayette, Walker, Pickens, Tuscaloosa, Jefferson, St Clair, Calhoun, Cleburne, Shelby, Talladega, Clay, Randolph; Mississippi counties of De Soto, Marshall, Benton, Tippah, Alcorn, Tishomingo, Tunica, Tate, Prentiss, Coahoma, Quitman, Panola, Lafayette, Union, Pontotoc, Lee, Itawamba, Bolivar, Sunflower, Tallahatchie, Yalobusha, Calhoun, Chickasaw, Monroe, Washington, Issaquena, Sharkey, Humphreys, Leflore, Grenada, Carroll, Montgomery, Webster, Clay, Choctaw, Oktibbeha, Lowndes, Holmes, Attala, Winston, Noxubee.

Fort McPherson, GA

Georgia counties of Dade, Walker, Catoosa, Whitfield, Murray, Fannin, Union, Towns, Rabun, Gilmer, Chattooga, Gordon, Pickens, Dawson, Lumpkin, White, Habersham, Floyd, Bartow, Cherokee, Forsyth, Hall, Banks, Jackson, Polk, Paulding, Cobb, Fulton, De Kalb, Gwinnett, Barrow, Haralson, Carroll, Douglas, Clayton, Rockdale, Walton, Heard, Coweta, Fayette, Spalding, Henry, Newton, Butts, Jasper.

Fort George G. Meade, MD

State of Delaware; Maryland counties of Garrett, Allegany, Washington, Frederick, Carroll, Baltimore, Harford, Cecil, Kent, Queen Annes, Talbot, Caroline, Dorchester, Wicomico, Somerset, Worcester, Howard, Anne Arundel, Calvert, and Baltimore City; Virginia counties of Accomack, Northhampton, Loudoun, Clarke, Frederick; West Virginia counties of Mineral, Hampshire, Morgan, Berkeley, Jefferson.

US Army Military District of Washington

District of Columbia; Maryland counties of Montgomery and Prince Georges; Virginia counties of Arlington and Fairfax; Virginia cities of Alexandria, Fairfax, and Falls Church.

★Fort Ord, CA

California counties of Monterey, San Benito, Merced, Madera, Mariposa, Kings, Fresno, San Luis Obispo, Kern, Tulare, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, Imperial, Alpine, Mono, and Inyo; Nevada counties of Carson City, Lyon, Douglas, Mineral, Nye, Esmeralda, Lincoln, Clark.

★Fort Polk, LA

State of Louisiana; Texas counties of Polk, Liberty, Chambers, Tyler, Jasper, Newton, Orange, Hardin, and Jefferson.

★Presidio of San Francisco, CA

California counties of Del Norte, Siskiyou, Modoc, Humbolt, Trinity, Shasta, Lassen, Tehama, Plumas, Mendocino, Glenn, Butte, Sierra, Lake, Colusa, Sutter, Yuba, Nevada, Placer, Sonoma, Napa, Yolo, El Dorado, Solano, Sacramento, Amador, Marin, Contra Costa, San Joaquin, Calaveras, Tuolumne, Stanislaus, Alameda, Santa Clara, San Mateo, Santa Cruz; Nevada counties of Storey, Washoe, Humboldt, Elko, Pershing, Lander, Eureka, Churchill, and Whitepine.

Fort Riley, KS

State of Nebraska; Kansas counties of Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Jewel, Republic, Washington, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Mitchell, Cloud, Clay, Riley, Pottawatomie, Wallace, Logan, Gove, Trego, Ellis, Russell, Lincoln, Ellsworth, Ottawa, Saline, Dickinson, Geary, Morris, Wabaunsee, Shawnee, Greeley, Wichita, Scott, Lane, Ness, Rush, Barton, Rice, McPherson, Marion, Chase, Lyon, Osage, Franklin, Miami, Hamilton, Kearny, Finney, Hodgeman, Pawnee, Edwards, Stafford, Reno, Harvey, Coffey, Anderson, Linn, Stanton, Grant, Haskell, Gray, Ford, Kiowa, Pratt, Kingman, Sedgwick, Butler, Greenwood, Woodson, Allen, Bourbon, Elk, Wilson, Neosho, Crawford, Morton, Stevens, Seward, Meade, Clark, Commanche, Barber, Harper, Sumner, Cowley, Chautauqua, Montgomery, Labette, Cherokee.

Fort Rucker, AL

Alabama counties of Sumter, Greene, Hale, Bibb, Chilton, Perry, Choctaw, Marengo, Dallas, Autauga, Lowndes, Wilcox, Clarke, Monroe, Butler, Crenshaw, Pike, Barbour, Washington, Mobile, Baldwin, Conecuh, Escambia, Covington, Coffee, Dale, Henry, Geneva, Houston; Florida counties of Jackson, Holmes, Walton, Okaloosa, Santa Rosa, Escambia, Bay, Washington, Gulf, Calhoun; Mississippi counties of Yazoo, Madison, Leake, Neshoba, Kemper, Warren, Hinds, Rankin, Scott, Newton, Lauderdale, Claiborne, Copiah, Simpson, Smith, Jasper, Clarke, Jefferson, Adams, Franklin, Lincoln, Lawrence, Jefferson Davis, Covington, Jones, Wayne, Wilkinson, Amite, Pike, Walthall, Marion, Lamar, Forrest, Perry, Greene, Pearl River, Stone, George, Hancock, Harrison, Jackson.

★Fort Sam Houston, TX

Texas counties of Val Verde, Edwards, Real, Kerr, Fayette, Austin, Waller, Harris, Kinney, Uvalde, Bandera, Kendall, Hays, Comal, Caldwell, Gonzales, Lavaca, Colorado, Wharton, Fort Bend, Brazoria, Galveston, Matagorda, Jackson, Calhoun, Victoria, De Witt, Guadalupe, Bexar, Medina, Maverick, Zavala, Dimmit, Frio, Atascosa, Wilson, Karnes, Goliad, Refugio, Aransas, San Patricio, Bee, Live Oak, McMullen, La Salle, Webb, Duval, Jim Wells, Nueces, Kleberg, Zapata, Jim Hogg, Brooks, Kenedy, Starr, Hidalgo, Willacy, Cameron.

Fort Sheridan, IL

States of Michigan, Wisconsin, Minnesota, Iowa; Indiana counties of

Elkhart, St. Joseph, La Porte, Porter, Lake; Illinois counties of Jo Daviess, Stephenson, Winnebago, Boone, McHenry, Lake, Carroll, Whiteside, Ogle, Lee, De Kalb, Kane, DuPage, Cook, Rock Island, Henry, Bureau, LaSalle, Kendall, Grundy, Will, Kankakee, Livingston, Woodford, Marshall, Putnam, Stark, Peoria, Knox, Mercer, Warren, Henderson.

Fort Sill, OK

States of Oklahoma and Arkansas.

★Fort Stewart, GA

Georgia counties of Treutler, Candler, Bulloch, Effingham, Wheeler, Montgomery, Toombs, Tattnall, Evans, Bryan, Chatham, Telfair, Jeff Davis, Appling, Wayne, Long, Liberty, Coffee, Bacon, Pierce, McIntosh, Atkinson, Ware, Brantley, Glynn, Charlton, Camden; Florida counties of Nassau, Baker, Duval, Union, Bradford, Clay, St Johns, Alachua, Putnam, Flagler, Levy, Marion, Volusia, Citrus, Sumter, Lake, Seminole, Orange, Hernando, Pasco, Pinellas, Hillsborough, Polk, Osceola, Brevard, Manatee, Hardee, Highlands, Okeechobee, Indian River, St Lucie, Sarasota, De Soto, Charlotte, Glades, Martin, Lee, Hendry, Palm Beach, Collier, Broward, Monroe, Dade; South Carolina counties of Beaufort and Jasper.

APPENDIX C

AREAS OF RESPONSIBILITY—MAJOR OVERSEA
COMMANDS

PUERTO RICO	CDR FT BUCHANAN
CANAL ZONE	CDR 193D INF BDE
PHILIPPINES	US ARMY SERVICES ELEMENT
★ JAPAN	CDR US ARMY JAPAN/IX CORPS, CAMP ZAMA
★ KOREA	CDR USA MILPERCEN-K, SEOUL
★ HAWAII	CDR WESTCOM HAWAII
★ EUROPE	DR 1ST PERSONNEL COMMAND
THAILAND	CHIEF JUSMAG THAI
ALASKA	CDR 172D INF BDE
★ OKINAWA	CDR USA SUPPORT ACTIVITY OKINAWA, MAKIMINATO

APPENDIX D

LIST OF PUBLICATIONS AND FORMS TO BE INCLUDED
IN CASUALTY ASSISTANCE KITS

-
- DOD Military Pay and Entitlements Manual, part 4, chapter 3, table 4-4-1, and chapter 5
- AR 37-104-3, part 4, chapter 4 (Military Pay and Allowances Procedures—Joint Uniform Military Pay System (JUMPS—Army))
- AR 40-121 (Uniformed Services Health Benefits Program)
- AR 55-46 (Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas)
- AR 600-10 (The Army Casualty System)
- AR 600-25 (Salutes, Honors, and Visits of Courtesy)
- AR 608-50 (Legal Assistance)
- AR 638-1 (Disposition of Personal Effects of Deceased and Missing Persons)
- AR 638-40 (Care and Disposition of Remains)
- AR 672-5-1 (Military Awards)
- DA Pam 55-2 (It's your Move)
- DA Pam 352-2 (Dependent's Education—Educational Scholarships, Loans, and Financial Aids)
- DA Pam 600-5 (Handbook on Retirement Services for Army Personnel and Their Families)
- DA Pam 608-2 (Your Personal Affairs)
- DA Pam 608-4 (For Your Guidance—A Guide for the Survivors of Deceased and Army Members)
- DA Pam 608-33 (Survivor Assistance Officer and Family Service and Assistance Officer Handbook)
- DA Form 2204 (Survivor Assistance Report)
- DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment)
- DD Form 1172 (Application for Uniformed Services Identification and Privilege Card)
- DD Form 1351-2 (Travel Voucher or Subvoucher)
- DD Form 1351-4 (Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance)
- DD Form 1701 (Inventory of Household Goods)
- DD Form 1884 (Survivor Benefit Plan—Application for Annuity)
- VA Form 21-534 (OAC 24) (Application for Dependency or Indemnity Compensation or Death Pension by Widow or Child)
- VA IS 1 Fact Sheet: Federal Benefits for Veterans and Dependents
- ★ *Other References Not Essential for Kit:*
- Section XI, "Funerals," FM 22-5—Drill and Ceremonies
- DA Pam 600-23, Entitlement Charts of Benefits and Privileges
-
- Note:* VA forms are available at the nearest Veterans Administration Regional Office.

The proponent agency of this regulation is the Office of the Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-PEC) WASH DC 20314.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General—A (Qty Rqr Block No. 382).

AR 600-10

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Pages

ARMY REGULATION

No. 600-10

S/S CH 2 1 MARCH 80 *AR 600-10

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 15 January 1976

PERSONNEL—GENERAL THE ARMY CASUALTY SYSTEM

Effective 1 May 1976

This revision reorganizes, updates, and clarifies previous text. Included are chapters on processing USAR and ARNG casualties and on preparing DD Form 93 (Record of Emergency Data). Local limited supplementation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Casualty Area Commands will furnish one copy of each supplement to HQDA(DAAG-PEC)-WASH DC 20314; other commands will furnish one copy of each to the next higher headquarters.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes policies and outlines responsibilities and procedures for the efficient operation of the Army casualty system.

1-2. Applicability. The Army casualty system applies to those personnel for whom the Army has assumed responsibility. The extent to which this regulation applies depends upon the status and location of the individual at the time he or she becomes a casualty.

a. This regulation specifically applies to—

(1) The following military personnel:

(*a*) Members on active duty of the Regular Army (RA), Army of the United States (AUS), and Army National Guard of the United States (ARNGUS), and members of the US Army Reserve (USAR) on active duty (AD), extended active duty, active duty for training (ADT), or full-time training duty.

(*b*) Members en route to, from, and participating in annual training (AT), ADT, or scheduled inactive (Reserve) duty training (IDT).

(*c*) Members en route to, from, or at a place for final acceptance by or entry on AD with the Army.

(*d*) US Military Academy (USMA) and Reserve Officers' Training Corps (ROTC) cadets.

(*e*) Members of other US Armed Forces.

(*f*) A prior Army member who dies within 120 days after his/her separation or discharge will be reported upon receipt of information or upon request by HQDA.

★(*g*) Members of the USAR who are not in a status shown in (*a*) through (*e*) above (except USAR general officers) will be reported in accordance with the provisions of chapter 9 (USAR).

★(*h*) Member of the ARNG will be reported in accordance with chapter 10.

(2) Retired Army members:

(*a*) Those members who die within 120 days after being retired from active service or for disability, or after being placed on the Temporary Disability Retired List will be reported to HQDA.

(*b*) All other members (except general officers) who are retired and are receiving pay, including those retired at age 60 with 20 years' qualifying service (Title III), will be reported to the Commander, US Army Reserve Components Personnel and Administration Center (RCPAC), 9700 Page Boulevard, St. Louis, MO 63132, with information copy furnished HQDA (DAAG-PEC) WASH DC 20314.

(3) US civilians outside CONUS, both appropriated and nonappropriated fund employees of Department of the Army; contract field technicians; visiting dignitaries; and representatives of Department of the Army-sponsored organizations, such as the American Red Cross, the United Services Organization, and banking facilities. This category may also include those citizens for whom local State Department officials have requested the overseas command to assume casualty reporting responsibilities and contract representatives of the Veteran's Administration and the Department of Labor.

(4) Dependents located with their sponsor overseas and those dependents who die in CONUS when the sponsor is overseas ((1) and (3) above). A next of kin who is not a dependent but is visiting a sponsor overseas at the time of death may be reported upon request of the sponsor to the local command.

(5) Foreign nationals, both military and other officials, performing full-time duty with

the US Army or in the United States under the auspices of the Army as students or on orientation tours. Those personnel of allied nations who are patients in, or for whom administrative responsibility has been assumed by, any US Army medical treatment facility (MTF) will be reported as appropriate AR 40-2.

b. The reporting requirements of this regulation do not apply to Army members attached to another service of the Armed Forces. Those members will be reported by that service under its regulation.

c. The provisions of this regulation do not apply to prisoners of war (PW) who are under US Army control. Such PW's are covered in AR 633-50.

1-3. Reports control exemption. The reports, notifications, and verifications prescribed in this regulation are exempt from reports control action under the provisions of paragraph 7-2h, AR 335-15.

1-4. Release of information. Guidelines regarding public release of casualty information are contained in AR 360-5.

1-5. Casualty-related terms. a. Except as noted below, all casualty-related terms appearing in this regulation are as defined in AR 310-25.

b. The following terms have special meaning within this regulation:

(1) *Presumptive finding of death (PFOD)*. A finding made by The Adjutant General, under the Missing Persons Act (chap. 10, title 37, U.S.C.), when the circumstances surrounding the disappearance of an Army member plus the expiration of at least 1 year lead to the logical conclusion that the member is no longer alive, although the available evidence may be insufficient to establish the date on which the member died.

(2) *Next of kin (NOK)*. An individual's nearest relative(s) in the following line of succession:

(a) Spouse.

(b) Sons or daughters in the order of seniority.

(c) Oldest parent unless legal custody was granted to another person by reason of a court decree or statutory provision.

(d) That blood or adoptive relative of the individual who was granted legal custody of the individual by reason of a court decree or statutory provision.

(e) Brothers or sisters in the order of seniority.

(f) Oldest grandparent.

(g) Other relatives in order of relationship to the individual in accordance with the laws of the deceased's domicile.

(h) Person in loco parentis.

(3) *Primary next of kin (PNOK)*. The legal next of kin. That person of any age most closely related to the individual according to the line of succession shown in (2) above. Seniority, as determined by age, will control when the persons are of equal relationship.

(4) *Adult next of kin (ANOK)*. That adult highest in the line of succession shown in (2) above, except that a spouse who is a minor will be considered the adult next of kin.

(5) *Secondary next of kin (SNOK)*. Any next of kin other than the primary next of kin.

(6) *Missing person*. Any person who is declared to be in one of the categories established by the Missing Persons Act; i.e., beleaguered, besieged, captured, detained, interned, missing, or missing in action.

(7) *Casualty area commander (CAC)*. The commander assigned responsibility for the area in which the casualty occurs in CONUS. Areas of responsibility are contained in AR 5-9. (See app B of this regulation for areas of responsibility.)

(8) *Major oversea commander*. The commander assigned responsibility for the area in which the casualty occurs overseas. Areas of responsibility are contained in appendix C.

(9) *HQDA*. For the purpose of this regulation HQDA means Personal Affairs Directorate, HQDA (DAAG-PEC), WASH DC 20314.

1-6. Determination of date of death. When all available evidence does not establish the actual date of death, the latest date on which

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death can reasonably be presumed to have occurred will be selected as the date of death. Consequently, when it is established that death occurred during a specific month but there is insufficient evidence to establish

the actual date of death, the last day of the month will normally be selected as the date of death. However, when the individual was absent with authority at the time of disappearance and there is no evidence of unauthorized ab-

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sence or other evidence to the contrary, the last day of the period of authorized absence will be selected as the date of death. This is done so that the individual will not be unjustifiably considered absent without leave on the date of death. If the report of death shows

an abnormal length of time between the date a person was reported absent and the date selected as the date of death, the circumstances on which the selection of the latter date was based will be included in the report.

CHAPTER 2

CASUALTY REPORTING SYSTEM

Section I. GENERAL

2-1. Principles of reporting. The casualty report is the basis for providing information concerning a casualty incident to the next of kin. The report should be complete, accurate, and timely. Actual preparation of the report is discussed in chapter 3.

2-2. Types of casualty reports. The casualty reporting system provides for four different

types of casualty reports. There is a fifth category which, although not technically a casualty report, is essential to the efficient operation of the Army casualty system. This category is a health and welfare report on personnel assigned to hostile areas. Sections II through V of this chapter describe the uses of these different reports.

Section II. INITIAL REPORTS AND STATUS CHANGE REPORTS

2-3. General. a. The initial (INIT) casualty report is the first report submitted on an individual involved in any single casualty episode. Initially, its purpose is to enter a reportable person into the casualty reporting system for *each* casualty episode.

b. The status change (STACH) casualty report is a report which indicates that the casualty status of a previously reported individual has changed from one major category of casualty to another (para 2-4b).

★**c.** Casualty reporting activities will advise the supporting CID activity of any noncombat death where medical authorities cannot determine that death resulted from natural causes. This fact will be included in item 73 of the Casualty Report.

2-4. When to submit initial and status change reports. a. Table 2-1 indicates when an initial report is required for a particular casualty incident.

b. Status change reports will be submitted

only when a reported individual's status changes from:

- (1) Missing to dead.
- (2) Missing to returned to military control.
- (3) Wounded, injured, or ill to dead.
- (4) Wounded, injured, or ill (hospital care not required) to any category in which hospital care is required.

2-5. Reporting a person as dead. a. A person will be reported as dead only when—

(1) Remains have been recovered which have been positively identified as those of the individual in question.

(2) Remains have been recovered which, while not positively identified, are believed to be those of the individual in question based on the following circumstances—

(a) The reported individual can be established without question as having been involved in the casualty incident; and,

(b) There were no known, suspected, or possible survivors of the incident.

(3) Remains have not been recovered, but conclusive evidence of death exists ((2) (a) and

(b) above apply). While death reports may follow an approved action of a Missing Persons Board of Inquiry (chap. 8), situations do occur where reasonably conclusive evidence of death exists at the time of the casualty event, or shortly thereafter. When the death report is not based on a Missing Persons Board of Inquiry, the commander exercising general court-martial authority will, within 48 hours after submission of the death report, appoint an officer to obtain statements from witnesses having knowledge of the casualty event. The appointed officer will document the facts and circumstances surrounding both the death of the individual and the nonrecovery of his remains. Statements and information obtained, together with a narrative summary prepared by the appointed officer, will be forwarded through casualty reporting channels to HQDA so as to arrive within 30 days after the submission of the death report.

b. Oversea infant or fetal deaths will be reported only in cases where medical authorities have issued a death certificate. CONUS infant or fetal deaths will be reported only if sponsor desires HQDA to make notification overseas or if the sponsor is stationed in an overseas command.

2-6. Reporting a person as undetermined. a. When the commander, subsequent to a casualty event, is uncertain as to the status of an individual, the commander will report the person's status as "unknown." This designation will only be used prior to determination by a Missing Persons Board and approval of the determination by HQDA.

b. When an individual's status is uncertain and whereabouts are unknown, the individual will be reported as "unknown-supp will follow." The purpose of this is to permit sufficient time for the responsible commander to investigate the facts available regarding the status of a service member. It is an interim status and is in no way intended to eliminate any requirement for reporting a service member as a casualty. Prior to submitting a casualty report using this category, reporting commanders will telephonically coordinate the case with HQDA.

2-7. Reporting a person as missing. a. A person will be reported as missing when his whereabouts and status are uncertain and his absence appears to be involuntary. Prompt reporting that an individual is missing is essential. Initial reports will not be delayed for any reason. Such reports will give sufficient details to support reporting the individual as missing.

b. An individual reported as a missing person will be further categorized as one of the following:

- (1) Missing.
- (2) Missing in action.
- (3) Interned.
- (4) Captured.
- (5) Beleaguered.
- (6) Besieged.
- (7) Detained.

c. Once a person has been reported as missing, certain supplemental reports (sec III) will be required.

2-8. Reporting a change in status of missing person. Because of the emotional impact upon the NOK resulting from a change in the status of a missing person (whether the member is returned to military control or his/her status is changed to dead or captured) commanders at all levels will ensure that complete, detailed, and accurate information is furnished as soon as possible in a status-change report. These reports will be passed telephonically, unless some other method is faster, with confirmation by electrical message.

2-9. Reporting a person as wounded, injured, or ill. a. An individual reported as wounded, injured, or ill will be further identified in one of the categories listed below by medical authorities. Medical facility commanders will establish procedures to identify all patients promptly as:

- (1) Very seriously wounded, injured, or ill (VSI).
- (2) Seriously wounded, injured, or ill (SI).
- (3) Special Category (SPECAT) patient.
- (4) Not SI; hospital care required.
- (5) Not SI; hospital care not required. If

an individual is placed in this category as the result of a battle wound or injury, it must be indicated whether he was—

(a) Treated and held at a medical facility (for less than 24 hours).

(b) Treated and returned to duty.

b. SPECAT reporting (AR 40-2) pertains to certain patients whose next of kin need to be provided with information regarding their condition even though they are not classified as VSI or SI. These are persons who—

(1) Have sustained a severe injury, such as loss of sight or limb.

(2) Have sustained a permanent and unsightly disfigurement of a portion of the body normally exposed to public view.

(3) Are suffering from an incurable, fatal disease and have limited life expectancy.

(4) Have an established psychotic condition.

(5) May require extensive medical treatment and hospitalization.

(6) Are being released from the service under the provisions of AR 635-40 for a psychiatric condition, when such notification is deemed appropriate by the medical officer and written permission of the patient is obtained, provided the patient is capable of deciding whether or not he/she wishes to give written permission.

(7) Are paralyzed.

(8) Are not classified as VSI or SI but, due to medical condition, are unable to communicate with their next of kin (i.e., patient is comatose). Personnel in this category will be reported only if the PNOK is not located in the immediate area of the patient.

c. When the individual being reported has sustained a head wound or injury, the extent of eye and brain damage will be included in the casualty report. If there is no eye or brain damage, or if the extent of such damage cannot be determined, this will be indicated in the report.

Section III. SUPPLEMENTAL REPORTS

2-10. **General.** Supplemental reports are used to provide additional information to an initial report or to correct information previously submitted.

2-11. **Missing persons.** Supplemental reports will be submitted at the following specific intervals after submission of the initial report on an individual reported as a missing person:

a. Within 48 hours, give latest details of the

case, to include actions taken to locate the missing person.

b. On the 6th day, give a complete summary of all actions taken to date to locate the missing person.

c. On the 36th day, furnish a summary of information developed within that time, including information generated by the board of inquiry (chap. 8).

Section IV. PROGRESS REPORTS

2-12. **General.** Progress (PROG) reports are used to report the medical progress of hospitalized wounded, injured, or ill personnel in a VSI, SI, or SPECAT category. In most cases when military personnel become casualties, the NOK is located at some considerable distance from the individual, particularly during the early, and usually the most critical, period of his medical attention. As a result, the NOK is unable to obtain information regarding the patient's status through their own resources.

The progress reporting system is designed to furnish the NOK with information which they would normally acquire if they were physically present at the medical facility. Note that when the presence of the NOK overseas is considered necessary to the recovery of a VSI patient, HQDA may issue an invitational travel order (ITO). (See para 7-6 for details.)

2-13. **When required.** a. When there are NOK to be notified who are not present with the

VSI, SI or SPECAT patient, progress reports will be furnished at 5-day intervals. Progress reports will also be made when, because of the incident or the individual involved, greater concern on the part of the press or the DA Staff can be expected (sec I, chap. 4). When the patient is in a CONUS hospital and the PNOK (normally spouse) is present and the SNOK (normally parents) are also in CONUS, additional notification is not required unless there is an indication that NOK are not being notified of the patient's progress.

b. Additional reports will be furnished immediately—

(1) When the patient is evacuated to another OCONUS hospital or evacuated to CONUS from an OCONUS hospital. The report will contain only information regarding date of evacuation and destination, unless a regular progress report is required.

(2) When the patient arrives at a new hospital after evacuation involving a major movement (e.g., Korea to Japan). Reports submitted under these circumstances will include a complete admitting diagnosis.

(3) When a change occurs in the patient's status as to VSI or SI.

(4) When requested by HQDA.

2-14. Termination of reporting requirements. Progress reports will be terminated as indicated below:

a. VSI and SI patients. Upon removal of the patient's name from the VSI or SI list.

b. SPECAT patients.

(1) For individuals located in CONUS, after the third report, providing the patient is capable of rationally communicating with his NOK.

(2) For individuals located outside of CONUS who have suffered some permanent impairment (e.g., loss of a major extremity), only at such a time as the individual is evacuated to CONUS or to another overseas area where the NOK is located.

(3) For individuals located outside of CONUS who have sustained some temporary impairment (e.g., burns), after the third report, providing the temporary limitation no longer exists and the patient is capable of communicating with NOK.

c. Special interest cases. Progress reports may be terminated after the third report, unless otherwise indicated by HQDA.

2-15. Content of reports. *a. Control.* Each report will deal with only one patient and will be sequentially numbered for control purposes.

b. Details. Reporting commands will ensure that all relevant details concerning the health, well-being, and medical progress of patients are included. As a minimum, information concerning the condition; prognosis; morale; current and anticipated treatments, to include surgical operations; additional and terminated diagnosis; anticipated period of hospitalization; or evacuation to either CONUS or another overseas hospital. In addition, any information that might reduce the anxiety of the NOK, such as state of consciousness, degree of alertness, whether the individual is taking nourishment, whether the patient is ambulatory, diet (intravenous, regular), and status (i.e., remains VSI), will be included. If an ITO to NOK (para 7-6) has been issued, each report will indicate that the NOK is or is not in the command. Departure of NOK from the command will also be reported.

c. Final reports. These reports will be clearly identified.

Section V. HEALTH AND WELFARE REPORTS

2-16. General. *a.* Most health and welfare reports are generated at the request of the NOK as a result of the individual having—

(1) Become a casualty, but not having been injured severely enough for the NOK to have been notified.

(2) Been hospitalized or medically evacuated.

(3) Been the subject of a hoax.

★*b.* All requests for a health and welfare report which are not casualty-related will be

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referred to CDR, MILPERCEN (DAPC-EPA-P), Alexandria, VA 22331 for enlisted personnel; and CDRMILPERCEN (DAPC-OPR-P), Alexandria, VA 22332 for officer personnel.

2-17. Health and welfare reports, hostile areas (STATREP). *a.* All inquiries regarding the

health and welfare of personnel who are located in hostile areas or who have been evacuated to a nonhostile area as a result of service in a hostile area will be referred to HQDA. This restriction is intended to eliminate multiple inquiries when the information requested is readily available in HQDA; it is

CHAPTER 3

PREPARATION OF CASUALTY REPORTS

3-1. General. This chapter outlines the basic procedures to ensure standard, timely, and accurate preparation of casualty reports.

3-2. Addresses for casualty reports. See table 3-1.

3-3. Security classification. *a.* Casualty matters are assigned the protective marking of "FOR OFFICIAL USE ONLY" in accordance with AR 360-5. After verification that the NOK has been notified, these markings may be removed. A case on a missing individual will continue to be marked FOUO until the individual is returned to military control or until the individual's status is changed to deceased.

b. In some cases, certain information necessary to complete the casualty report may be classified. In such cases, the following procedure will apply:

(1) An initial report containing the unclassified basic data will be prepared and dispatched with the protective marking "FOR OFFICIAL USE ONLY".

(2) Each item that required a classified entry will contain the comment: "CLASS-SUPP REPT FOLLOWS."

(3) An appropriately classified supplemental report will be prepared and dispatched.

3-4. Dispatch of reports. *a.* Casualty reports will normally be sent by electrical means unless circumstances dictate otherwise (chap. 4).

b. Casualty messages processed through military communications facilities to or from over-sea destinations will be assigned an "IMMEDIATE" precedence. Messages originating from a CONUS CAC to HQDA will be assigned

a "PRIORITY" precedence, except when HQDA is requested to make notification; in those instances, the "IMMEDIATE" precedence will be used.

c. In the event of condition MINIMIZE, data will continue to be transmitted via electrical means or by telephone.

★3-5. Report of delivery. Military communications facilities transmitting a casualty message will request a report of delivery from HQDA using the "Z" signal. The "Z" signal will only be used for initial or status change reports. The "Z" signal will not be used on casualty messages transmitting supplemental or progress reports. Messages not acknowledged within 24 hours after dispatch will be retransmitted at the same time they are being traced by the originator.

3-6. Casualty report codes. Codes to be used in the casualty report, along with their meanings, are listed in table 3-2.

3-7. Casualty report items. There are 73 possible items of information involved in casualty reporting. Table 3-3 lists instructions for completing these items. Casualty report items 38 through 52 will be emphasized for accuracy and full disclosure. Information contained in these items will be provided the NOK and therefore must be stressed so as to enable NOK to be informed of the facts surrounding the service member's death.

a. Not all of these items will be necessary for a particular casualty report. To determine which items are required, refer to table 3-4.

b. If an item is required by table 3-4 for a particular report and the information is—

(1) Negative (NO or NONE), an entry indicating the fact is necessary.

(2) Classified, the procedure in paragraph 3-3 will be followed.

(3) Unknown, indicate (UNK SUPP to follow).

c. If an item is not required, the item and the item number will be skipped.

3-8. Format of reports. A standard subject line, "SUBJ: CASUALTY REPORT", will be included in each report. Sample reports showing the correct format are shown in figures 3-1 through 3-4. These samples are included only to show the format of the report and will NOT be used to determine which items are necessary for a particular report.

3-9. Preparation of the report when the individual is away from the station of assignment. When an individual becomes a casualty while away from the permanent station of assignment (e.g., individual is on leave), the commander in whose area the casualty occurs is responsible for providing the responsible reporting commander with information on which to prepare a casualty report. The reporting commander is then responsible for submission of the casualty report. Since the reporting commander may not be able to supply all the required items of information, the following applies:

a. A casualty report containing the items of information available to the reporting commander will be submitted to the normal addressees, to the CAC or major oversea commander having responsibility for the area in which the individual's permanent station is located, and to the commander of the individual's permanent station.

b. Upon receipt of the casualty report, the commander of the individual's permanent station will obtain personal data which were not available to the reporting commander and provide data to the responsible reporting commander who will submit a supplemental report to the original addressees and the reporting commander who submitted the initial report.

c. The reporting commander preparing the initial casualty report will monitor the case to ensure that a supplemental report is submitted.

3-10. Casualty reporting for other US Armed Forces. When an individual becomes a casualty and the sponsoring service is not nearby, the commander who would submit a report for Army personnel will handle the initial reporting. The format for these reports is the same as for normal reports; however, the title of each item will be included since the other service may not have a copy of this regulation. The reports will be addressed as follows and HQDA will be included as an information addressee.

Service	Address
US Air Force	AF MPC/DPMC Randolph, AFB, TX AF/DPE WASH, DC
US Navy	CNP WASH DC//PERS 732
US Marine Corps	Commandant of the Marine Corps WASH DC (MSPA-I)
US Coast Guard	Commandant, US Coast Guard WASH DC//G-PS

3-11. Reporting for allied governments and reporting foreign national students. a. In CONUS.

(1) When personnel of an allied government become casualties, the commander in whose area the casualty occurs will provide the responsible reporting commander with information on which to prepare a casualty report. The reporting commander will submit a report to HQDA. This information will then be relayed to the Assistant Chief of Staff for Intelligence. In addition, when a foreign national student who is the responsibility of DA dies or becomes missing in CONUS, the responsible CAC will furnish a telephonic report to the Deputy Chief of Staff for Operations and Plans, in accordance with AR 550-50. The addressees for these reports are shown in table 3-1; the format is the same as that for normal reports.

(2) When representatives of the person's Government are located near the installation or medical facility, the local commander will personally notify these representatives.

δ. Outside CONUS.

(1) The US Army medical treatment facility commander will notify appropriate national authorities located near the facility and will furnish a report to the commander of the US Army element of the joint or unified command when personnel of armed forces of allied nations are patients and are affected by any one of the following.

(a) Placed on or removed from the VSI or SI list.

(b) Loss of hand, foot, limb, or eye.

(c) Death.

(2) Commanders of US Army elements of joint or unified commands will maintain a current list of authorities of allied nations who are to be notified of casualties and will report casualties to the proper authorities. There is no fixed format for such reports.

(3) The NATO agreement implemented by this paragraph is STANAG 2132.

3-12. Casualty reports on nonmilitary personnel residing overseas. Major oversea commanders (except Hawaii, Alaska, and Puerto Rico) will provide copies of all initial casualty reports (death only) to the nearest American embassy or consulate for those personnel listed

in paragraph 1-2a(2)-(4), their dependents, and the dependents of active duty personnel.

★3-13. Casualty reports on certain Army general officers. *a.* A casualty report (death only) on any general officer in active service, or a general or lieutenant general in a retired status, will have the following additional information entered in item 73, "Remarks." This additional information will be included in an Army-wide message, prepared by HQDA, announcing the death of these general officers.

(1) Date, time, and location of funeral.

(2) Date, time, and location of interment.

(3) Statement that surviving NOK identified on DA Form 41/DD Form 93 is correct; if not correct, the correct information will be furnished in item 73, "Remarks."

(4) PNOK desires relative to expressions of sympathy, contributions, or memorials.

(5) Statement that PNOK either does consent or does not consent to release of preceding information by HQDA in an Army-wide message announcing death of the general officer concerned.

b. The initial report will not be delayed if this information is not immediately available, but a supplemental report will be submitted as soon as the required information is available.

**TABLE 3-1
ADDRESSES FOR CASUALTY REPORTS**

		ACTION							INFORMATION ¹								
		DA WASHDC//DAAG-PEC//	CDRRC PAC STL MO	Commander of Casualty Area in which NOK resides ²	DA WASHDC//DAMO-SSA//★	DA WASHDC//DAAG-ZA//	DA WASHDC//DAAG-PED//	CDR USAFAC FT BENJAMIN★ HARRISON IN//FINCM-A//	CDR USAFAC FT BENJAMIN★ HARRISON IN//FINCP-G//	CDR USARPAC STL MO	Other info addressees req by reporting command	DA WASHDC//DAMI-ZA//	DIA 6-c, WASHDC	DA WASHDC//DACS//	DA WASHDC//DAPE//	CDR USAAVS FT RUCKER AL//IGAR-D//	DA WASHDC//DAAG-PEC//
CATEGORY OF PERSON	CASUALTY STATUS																
All reportable persons ³	Wounded, injured, or ill	X ₁₁								X ₄			X ₈	X ₈			
All reportable persons <i>EX-CEPT</i> US Army retired, separated, or discharged. ³	Dead, missing, or returned to military control	X		X	X ₅	X	X		X ₁₂	X ₄	X ₆	X ₆	X ₉	X ₁₀	X		
Retired general officers	Dead	X		X		X	X	X		X	X		X	X			
Retired, separated, or discharged person who dies within 120 days after retirement, separation or discharge (includes persons on TDRL)	Dead	X		X		X ₇	X	X		X	X						
All other retired persons (includes persons on TDRL)	Dead		X	X		X ₇	X	X		X							X ₄

¹ Information addressees will not accomplish any notification action solely on the basis of casualty report.

² This addressee will be included **ONLY** for casualties occurring in CONUS.

³ For individuals who become casualties while away from their permanent station, the Casualty Area or major oversea commander having jurisdiction over the unit of assignment will be an information addressee (para 3-9). For those individuals who become casualties while en route PCS, the Casualty Area or major oversea commander having jurisdiction over the new unit of assignment will also be an information addressee.

- ★⁴ The State Adjutant General will be an information addressee on all casualty reports pertaining to ARNG personnel of that State. The supporting CID activity will be an information addressee when medical authorities cannot determine that a noncombat death resulted from natural causes (see para 2-3c).
- ⁵ To be included ONLY for foreign national students who become casualties in CONUS (para 3-11).
- ⁶ To be included ONLY for missing (PUNCH, DELAY, VIGOR, BLEAK, INERT, TARRY, STRAY) or returned to military control (BRICK).
- ⁷ To be included ONLY for persons on TDRL. When included it will contain "For: DAAG-PEC."
- ⁸ To be included ONLY for general officer casualties.
- ⁹ To be included on initial reports only for O-6's and above.
- ¹⁰ To be included on all initial reports; supplemental reports on general officers ONLY.
- ★¹¹ To be included ONLY if notification by HQDA is required (chap. 5) or if the casualty is the result of hostile action. Oversea commander will report all cases to HQDA.
- ★¹² Do not include USAFAC as an information addressee on reports of civilians who die overseas.

Table 3-2. Codes To Be Used in Casualty Reports

Line		Code
1.	Type of Report	
	Initial report -----	INIT
	Status change report -----	STACH
	Supplemental report -----	SUPP
	Progress report -----	PROG
3.	Casualty status	
	Died before reaching a medical facility -----	ETHER
	Died after reaching a medical facility -----	HINGE
	Died as a result of injury or illness while participating in training activities -----	COACH
	Captured by a hostile force -----	DELAY
	Missing in action -----	PUNCH
	Detained in a foreign country -----	TARRY
	Unknown -----	UNDET
	Interned in a foreign country -----	INERT
	Besieged by a hostile force -----	VIGOR
	Beleaguered by a hostile force -----	BLEAK
	Missing nonbattle -----	STRAY
	Returned to US military control from a prior status of battle missing (DELAY, VIGOR, BLEAK, INERT, OR PUNCH) -----	BRICK
	Returned to US military control from a prior status of nonbattle missing (STRAY or TARRY) -----	TRACE
	Very seriously wounded, injured, or ill -----	SMITE
	Seriously wounded, injured, or ill -----	GAVEL
	Special category patient -----	DRIVE
	Not seriously wounded, injured, or ill; hospital care required -----	FRIAR
	Not seriously wounded, injured, or ill; treated at a medical facility and returned to duty within 24 hours -----	ABBOT
	Not seriously wounded, injured, or ill; treated and returned to duty -----	VICAR
38, 39, 40.	Vehicular data	
	Type of vehicle	
	Ground vehicle -----	WHEEL
	Watercraft -----	WATER
	Fixed wing aircraft -----	FIXED
	Rotary wing aircraft -----	ROTOR
	Unable to classify (explain following code word) -----	UNCLAS
	More than one type involved (list each following code word) -----	MULTI
	No vehicular involvement -----	NONE
	Ownership of vehicle	
	Commercial -----	COML
	Contract (Government contract) -----	CONTR
	US Government-owned (includes military vehicle) -----	USGOVT
	Private -----	POV
	Other (specify following code word) -----	OTHER
	Multiple ownership (list following code word) -----	MULTI
47.	Inflicting force	
	Enemy -----	ENEMY
	Allied -----	AMIGO
	United States forces -----	BUDDY
	Other (specify following code word) -----	OTHER
52.	Notification of progress	
	Making normal improvement -----	AGATE
	Convalescing -----	BIBLE
	Not making normal improvement -----	CRIMP
	Condition remains the same -----	STALE

Table 3-2. Codes To Be Used in Casualty Reports—Continued

Line		Code
	Seriously ill (not SI or VSI last report) -----	RISKY
	Complication classified as serious after battle wound -----	RHINO
	Sinking rapidly -----	ROGUE
	Removed from SI list and not placed on VSI list -----	WRITE
	Released from hospital -----	ERECT
	SI (previously VSI) -----	PROVE
	VSI (previously SI) -----	IMPEL
	SI or VSI and evacuated or transferred (enter date and place to which evacuated following code word) -----	BROKE
	Removed from VSI or SI list and will be evacuated to the United States -----	SCRAM
	Evacuated to the United States (enter date following code word) -----	EVENT
56.	Types of additional pay	
	Incentive pay, parachute -----	PUMAS
	Incentive pay, demolition -----	DEMON
	Incentive pay, aerial flight (crewmember) -----	ANGLE
	Incentive pay, aerial flight (noncrewmember) -----	FAULT
	Special pay, foreign or sea duty -----	FORGE
	Special pay, Medical, Dental, or Veterinary Corps officer -----	MEDIC
	Special pay, diving duty -----	DIVER
	Special pay, proficiency -----	PROOF
	Hostile fire pay -----	POWER
	Multiple (show types following code word) -----	MULTI
	Incentive or special pay, other (specify following code word) -----	GLOBE
67.	Payment of death gratuity	
	The reporting command has possession of the decedent's personal financial record (PFR) and death gratuity will be paid by the finance and accounting officer directly to the surviving lawful spouse -----	WILLPAY
	The reporting command has possession of the decedent's PFR and payment of the death gratuity to the lawful spouse is authorized. However, direct payment by the reporting command is not practical due to the location of the spouse -----	PAYAUTH
	The reporting command has possession of the decedent's PFR and there is no known surviving spouse -----	NOSPOUSE
	The reporting command does not have possession of the decedent's PFR -----	NOPFR
	Other (specify following code word) -----	OTHER
68.	Line of duty status	
	Investigation required -----	DOUBT
	No investigation required -----	DANDY
72.	Status of remains	
	Next of kin has custody of remains and is arranging disposition -----	RAVEN
	Remains individually identified and will be shipped to the United States, disposition will be accomplished as directed by the next of kin -----	READY
	Remains individually identified and will be interred in an overseas cemetery -----	COVER
	Remains have been recovered with others. They are not individually identifiable and will be shipped to the United States or if in the United States, to a national cemetery as directed by the appropriate authority -----	UNITE
	Remains have been recovered with others. They are individually identifiable and will be interred in an overseas cemetery in a group burial -----	AUGUR
	Remains have been recovered which are believed to be those of the individual in question. The remains are pending individual identification -----	DETER
	Remains not recovered -----	RENOR

Table 3-3. Instructions for Completing Casualty Report Items

Item	Title	Instructions
01.	Type of report -----	Enter the proper code for the type of report being prepared (table 3-2).
02.	Type of casualty -----	Enter BATTLE, NONBATTLE, or UNK, as appropriate.
03.	Casualty status -----	Enter the code from table 3-2 which reflects the current casualty status of the individual.
04.	Report number -----	<p>a. <i>INIT and STACH reports.</i> Each agency submitting reports to DA will establish on a calendar year basis, a sequential numbering system for initial and status change reports. Enter the current number in this item.</p> <p>b. <i>SUPP reports.</i> Enter the number of SUPP reports (including this one) submitted on this individual. For example, if this was the fifth supplemental report to the initial report submitted on this individual, the correct entry would be 5.</p> <p>c. <i>PROG reports.</i> Enter the number of PROG reports submitted on this individual, including this one, in the same manner as for SUPP reports.</p>
05.	Previous casualty status -----	Enter the code which was contained in item 03 of the INIT report submitted on this individual.
06.	Previous report number -----	Enter the report number contained in item 04 of the INIT report submitted on this individual.
07.	Reporting unit identification -----	Enter the command, agency, etc., submitting the report followed by that unit's identification code (UIC), if applicable.
★08.	Category of individual -----	Enter MILITARY, CIVILIAN, RETIRED, DEPENDENT, or FGN NATL, as appropriate.
09.	SSN/ and ASN if any -----	Enter the reported individual's SSN and repeat it. If the individual has no SSN, or if the SSN is unknown, so state. Add ASN if any and repeat it.
10.	Name/Name -----	Enter the reported individual's last name, first name, and middle name and repeat it.
11.	Sex -----	Enter the reported individual's sex.
12.	Race -----	Enter the reported individual's race (i.e., CAU for Caucasian, MON for Mongolian, MAL for Malaysian, IND for American Indian, and NEG for Negro).
13.	Date of birth and place of birth (city and State).	Enter the reported individual's date of birth using two positions for year, two positions for month, and two positions for day (751231).
14.	Citizenship -----	Enter the reported individual's country of citizenship. Do not use abbreviations.
15.	Grade and rank -----	Enter the appropriate code; if not applicable, omit.
16.	Component -----	Enter the reported individual's component, using RA, USAR, AUS, or ARNGUS.
17.	Organization and station of assignment -----	Enter the reported individual's organization down to company level, followed by the UIC of the unit, if applicable.
18.	Duty MOS -----	Enter the reported individual's duty MOS. This entry will consist of a total of 5 digits in all cases (enlisted personnel). If the individual does not have a special qualification identifier, enter a "0" (zero) in the position normally occupied by the identifier. For officers enter the OPMS speciality skill identifier.
19.	Date commenced tour -----	Enter the date the individual commenced his tour in a hostile fire zone or an area authorized oversea pay using the format shown in item 13. If the individual was serving on an extension of a normal tour, the date should be followed by an X (i.e., 720120X).
20.	Branch of service -----	Enter the appropriate branch code.

Table 3-3. Instructions for Completing Casualty Report Items—Continued

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
21.	Source of commission -----	Enter USMA, ROTC, OCS, or OTHER. If the entry is OTHER, show source of commission following code.
22.	Rank/grade of sponsor -----	Enter the rank/grade code of the sponsor; if not applicable, omit.
23.	Name of sponsor -----	Enter the last name, first name, and middle name of the sponsor.
24.	Relationship of casualty to sponsor -----	Enter the relationship of the casualty to the sponsor.
25.	SSN of sponsor -----	Enter the SSN of sponsor.
26.	Organization of the sponsor -----	Enter the organization of the sponsor. NO UIC is necessary.
27.	Date of retirement -----	Enter the date of retirement, using the format shown in item 18.

Table 3-3. Instructions for Completing Casualty Report Items—Continued

Item	Title	Instructions
28.	On TDRL -----	Enter YES or NO.
29.	Date placed on TDRL -----	Enter date placed on TDRL, using format shown in item 13.
30.	Continuously hospitalized from date of retirement -----	Enter YES or NO.
31.	Legal residence or HOR -----	Enter the legal residence of the individual or home of record.
32.	Home address when hired or date and place of last entry on active duty -----	Enter the home address of the individual when he was hired or date and place of last entry on active duty.
33.	Source of pay -----	Enter AFE for appropriated fund employees, NAF for non-appropriated fund employees, or OTHER (and specify following code).
34.	Employer identification -----	Enter the specific employer of the individual.
35.	Name, address, and relation of NOK to be notified -----	Enter the full name, relationship, and complete address (including ZIP code) of the next of kin to be notified.
36.	Name, address, relation, and date notified of NOK already notified -----	Enter data as in item 35 for next of kin already notified.
37.	DA Form 41/DD Form 93 -----	Enter the date of preparation of DA Form 41/DD Form 93, a dash, and the date of the latest review.
38.	Vehicular data -----	Enter the code from table 3-2 which reflects the vehicular involvement.
39.	Type of vehicle -----	Enter the specific type of vehicle involved (e.g., automobile, train, etc.).
40.	Ownership of vehicle -----	Enter the code from table 3-2 which reflects the ownership of the vehicle.
41.	Position aboard vehicle -----	Enter the individual's specific position aboard the vehicle.
42.	Duty status at time of incident -----	Enter DUTY, LEAVE, PASS, AWOL, OFF DUTY, HOSPITALIZED, etc. If AWOL or DFR, include the date placed in that status.
43.	Date-time group of incident -----	Enter the date-time group in local time.
44.	Place of incident -----	Enter as specifically as possible, and in unclassified terms, the place where the incident occurred, including the name of a nearby town. In hostile areas, and when reporting a battle casualty in other areas, include the grid coordinates. If the location is classified, so state and indicate that a classified SUPP will follow.
45.	Activity at time of incident -----	For battle casualties, enter the general mission of the individual's unit. In other cases, describe the individual's activity at the time of the incident.
46.	Circumstances -----	Enter what happened. Report facts. If circumstantial evidence exists which cannot be confirmed, include it, but clearly indicate where fact ends and supposition begins. Provide as much information as possible, but do not delay reports pending accumulation of details.
47.	Inflicting force -----	Enter code from table 3-2.
48.	Diagnosis -----	Enter complete diagnosis(es), to include all injuries or ailments in nontechnical language for VSI/SI/SPECAT patients. Description of injuries will include causative agent and circumstances. The information reported is subject to extensive scrutiny by the next of kin and their family physician. Be certain to report complete information and proper identification as to right or left, etc.
49.	Prognosis -----	Enter the reported individual's prognosis (e.g., good) as specified by appropriate medical authority.
50.	Place hospitalized -----	Enter both the hospital identification and the hospital location.
51.	Complete mailing address -----	Enter the complete, current mailing address of the reported individual, to include ZIP code or APO.
52.	Medical progress -----	Enter the code from table 3-2 which reflects the individual's medical progress. Also enter a narrative statement indi-

Table 3-3. Instructions for Completing Casualty Report Items—Continued

Item	Title	Instructions
		cating the medical progress, date(s) placed on or removed from the VSI or SI list, period of hospitalization, evacuation plans, etc.
53.	Survivor assistance to be furnished by rept command?	Enter YES or NO.
54.	BEPD/BASD	Enter the individual's basic entry date (BEPD) following by basic active service date (BASD) using format in item 13.
55.	Amount of basic pay	Enter the specific amount of basic pay.
56.	Type of additional pay	Enter the code from table 3-2 which reflects the type of additional pay.
57.	Religious preference	Enter the specific denomination.
58.	Received religious ministrations	Enter YES, NO, or UNK.
59.	Decorations and awards	Enter all decorations and awards, using the abbreviations found in AR 310-50.
60.	Officially recommended for promotion	Enter YES, NO, or UNK.
61.	Date recommended	For O-1's, O-2's, W-1's, and W-2's, enter the date of the DA Form 78 (Recommendation for Promotion of Officer). For enlisted personnel, enter the date of the approved recommended list on which the individual's name appears or the date recommended by his commander.
62.	Rank/grade to which recommended	Enter the specific rank/grade to which recommended.
63.	Held higher rank/grade	Indicate whether the individual held a higher grade for 6 months or more by entering YES, NO, or UNK.
64.	Rank/grade held	Enter the specific rank/grade held.
65.	Period held	Enter the period during which the rank/grade was held.
66.	Servicemen's Group Life Insurance (SGLI) data and date DA Form 41/VA Form 29-8286 was forwarded to HQDA (DAAG-PES)	Enter amount of SGLI in force, beneficiary designations, and settlement options, if any. Enter dates and periods of time lost due to AWOL during current period of enlistment (enlisted personnel) or tour of active duty (officer). Such periods will include military and civilian confinement. If more than one period, separate with semicolons. If the individual was scheduled for ADT or IDT, enter the inclusive dates (and times for IDT).
67.	Death gratuity data	Enter the code from table 3-2 which reflects payment of death gratuity.
68.	Line of duty status	Enter DANDY if no investigation is required; otherwise enter DOUBT.
69.	Date-time group of death	Enter the date-time group of death using local time.
70.	Place of death	Enter as specifically as possible, and in unclassified terms, the place of death. Include the name of a nearby town; grid coordinates are not necessary. If death occurred in a hospital, include the location of the hospital.
71.	Cause of death	Enter the specific medical diagnosis(es) and cause of death, using diagnostic nomenclature based on the provisions of section II, chapter 1, AR 40-400. In those instances where the individual was previously reported as wounded, include a notation to that effect. If an autopsy is being performed, so indicate in this item.
72.	Status of remains	Enter the code from table 3-2 which reflects the status of the remains. In the event member dies overseas and remains are in custody of local national authorities, indicate this in item 73. Also indicate anticipated date remains will be under US military control.
73.	Remarks	Use this item for reporting data not recorded elsewhere. Include any information necessary to clarify preceding items; to explain corrections or additions; for requesting ITO; to

Table 3-3. Instructions for Completing Casualty Report Items—Continued

Item	Title	Instructions
		<p>report other individuals involved in the same incident; to advise whether the remains are pending positive individual identification, etc. (For dependents, indicate if sponsor desires notification or nonnotification.) ★If SM is not married include the birth dates of both parents if available. If report is on a death of any general officer in active service, or a general officer or lieutenant general in a retired status, include: Date, time, and location of funeral; date, time, and location of interment; statement that surviving NOK identified on DA Form 41/DD Form 93 is correct, or if not correct, enter correct information; PNOK desires relative to expressions of sympathy, contributions, or memorials; and statement that PNOK does consent to release of preceding information in any Army-wide message, prepared by HQDA, announcing death of the general officer concerned.</p>

Table 3-4. Items to be Included in Casualty Reports

ITEM NUMBER AND TITLE	INITIAL										STATUS CHANGE				PROG ¹ SUPP ²	
	MILITARY			CIVILIAN			RET	DEPENDENT			WND TO	MIS TO	RMC	NON TO		
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND	DEAD	DEAD		HOSP		
01 TYPE OF REPORT	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02 TYPE OF CASUALTY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03 CASUALTY STATUS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04 REPORT NUMBER	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05 PREVIOUS CASUALTY STATUS											X	X	X	X	X	X
06 INITIAL REPORT NUMBER											X	X	X	X	X	X
07 REPORTING UNIT IDENTIFICATION	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08 CATEGORY OF INDIVIDUAL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09 SSN (AND ASN, IF ANY)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10 NAME	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11 SEX	X	X	X	X	X	X	X	X	X	X						
12 RACE	X	X	X	X	X	X	X	X	X	X						
13 DATE OF BIRTH AND PLACE OF BIRTH	X	X	X	X	X	X	X	X	X	X						
14 CITIZENSHIP	X	X	X	X	X	X		X	X	X						
15 GRADE AND RANK	X	X	X	X	X	X	X									
16 COMPONENT	X	X	X				X									
17 ORGANIZATION AND STATION OF ASG	X	X	X	X	X	X										
18 DUTY MOS	X	X	X													
19 DATE COMMENCED TOUR ²	X	X	X													
20 BRANCH OF SERVICE ³	X	X	X													
21 SOURCE OF COMMISSION ³	X	X	X													
22 RANK AND GRADE OF SPONSOR								X	X	X	X ⁴	X ⁴	X ⁴	X ⁴		
23 NAME OF SPONSOR								X	X	X	X ⁴	X ⁴	X ⁴	X ⁴		
24 RELATION OF CAS TO SPONSOR								X	X	X	X ⁴	X ⁴	X ⁴	X ⁴		
25 SSN OF SPONSOR								X	X	X	X ⁴	X ⁴	X ⁴	X ⁴		

15 September 1978

C 1, AR 600-10

ITEM NUMBER AND TITLE	INITIAL										STATUS CHANGE			PROG ¹ SUPP ¹	
	MILITARY			CIVILIAN			RET	DEPENDENT			WND TO	MIS TO	RMC	NON TO	
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND	DEAD	DEAD		HOSP	
26 ORGANIZATION OF SPONSOR									X	X	X ⁴	X ⁴	X ⁴	X ⁴	
27 DATE OF RETIREMENT ¹⁶							X								
28 ON TDRL AT TIME OF DEATH?							X								
29 DATE PLACED ON TDRL							X ⁵								
30 HOSPITALIZED SINCE RETIRE							X								
★31 LEGAL RESIDENCE OR HOR	X	X		X	X	X					X	X			
★32 HOME ADD WHEN HIRED OR LAST ENTRY ON AD	X	X		X	X	X					X	X			
33 SOURCE OF PAY				X	X	X									
34 EMPLOYER IDENTIFICATION				X	X	X									
35 NOK TO BE NOTIFIED	X	X	X	X	X	X	X ⁶	X	X	X	X	X	X		
36 NOK ALREADY NOTIFIED ⁷	X	X	X	X	X	X	X	X	X	X	X	X	X		
37 DA FORM 41/DD FORM 93	X	X	X												
38 VEHICULAR DATA	X	X	X	X	X	X	X	X	X	X					
39 TYPE OF VEHICLE ⁸	X	X	X	X	X	X	X	X	X	X					
40 OWNERSHIP OF VEHICLE ⁸	X	X	X	X	X	X	X	X	X	X					
41 POSITION ABOARD VEHICLE ⁸	X	X	X	X	X	X	X	X	X	X					
42 DUTY STATUS	X	X	X												
43 DATE-TIME GP OF INCIDENT	X	X	X	X	X	X	X	X	X	X			X		
44 PLACE OF INCIDENT	X	X	X	X	X	X	X	X	X	X			X		
45 ACTIVITY AT TIME OF INCIDENT	X	X	X	X	X	X	X	X	X	X					
46 CIRCUMSTANCES	X	X	X	X	X	X	X	X	X	X	X	X	X		
47 INFLECTING FORCE ⁹	X	X	X	X	X	X		X	X	X		X			
48 DIAGNOSIS			X			X				X			X	X	X ¹⁰
49 PROGNOSIS			X			X				X			X	X	X ¹⁰

Table 3-4. Items to be Included in Casualty Reports—Continued

ITEM NUMBER AND TITLE	INITIAL										STATUS CHANGE			PROG. SUPP.		
	MILITARY			CIVILIAN			RET	DEPENDENT			WND TO DEAD	MIS TO DEAD	RMC	NON TO HOSP		
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND						
50 PLACE HOSPITALIZED			X			X				X				X	X ¹⁰	
51 COMPLETE MAILING ADDRESS			X			X				X				X	X ¹⁰	
52 MEDICAL PROGRESS															X	
53 REPORTING COMD TO ASSIST	X	X		X	X		X				X ¹¹	X ¹¹				
54 BPED/BASD	X	X									X ¹²					
55 AMOUNT OF BASIC PAY	X	X		X	X						X ¹²					
56 TYPE OF ADDITIONAL PAY	X	X									X ¹²					
57 RELIGIOUS PREFERENCE	X	X		X	X		X	X	X		X					
58 REQ RELIGIOUS MINISTRATIONS	X			X			X	X			X	X				
59 DECORATIONS AND AWARDS	X										X ¹²	X ¹²				
60 RECOMMENDED FOR PROMOTION	X										X ¹²	X ¹²				
61 DATE RECOMMENDED ¹³	X										X ¹²	X ¹²				
62 GRADE AND RANK TO WHICH RECOMMENDED ¹³	X										X ¹²	X ¹²				
63 PREVIOUSLY HELD HIGHER GRADE AND RANK	X										X ¹²	X ¹²				
64 GRADE AND RANK HELD ¹⁴	X										X ¹²	X ¹²				
65 PERIOD HELD ¹⁴	X										X ¹²	X ¹²				
66 SGLI DATA	X										X ¹²	X ¹²				
67 DEATH GRATUITY DATA	X										X ¹²	X ¹²				
68 LD STATUS ¹⁵	X										X ¹²	X ¹²				
69 DATE-TIME GROUP OF DEATH	X			X			X	X			X	X				
70 PLACE OF DEATH	X			X			X	X			X	X				
71 CAUSE OF DEATH	X			X			X	X			X	X				
72 STATUS OF REMAINS	X			X			X	X			X	X				
73 REMARKS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Notes:

* In addition to the required items, include all items to be corrected, or for which additional information is being reported.

★² Include only for those individuals as stated in item 19 of table 3-3 on page 3-8.

* Include only for officer personnel.

* Include only for dependents.

* Include only if Item 28 is YES.

* Include only if notification by TAGCEN, DA, is required (chap. 5).

* Include only if any NOK has been notified prior to submission of the report.

* Do not include if Item 38 is NONE.

* Include only if battle casualties.

³⁰ Include only if changed since last report on individual.

³¹ Do not include for dependents.

³² Include only for military personnel.

³³ Include only if Item 60 is YES.

³⁴ Include only if Item 63 is YES.

³⁵ Do not include for battle casualties.

³⁶ Indicate if USAR Ret, AUS Ret (10 U.S.C.), or USA Ret (10 U.S.C.).

CHAPTER 4

CASUALTY REPORTING UNDER SPECIFIED CIRCUMSTANCES

Section I. SPECIAL INTEREST CASUALTY MATTERS

4-1. General. Certain casualty matters, because of the nature of the incident or because of the individual(s) involved, generate unusual interest. The following casualty incidents have been designated as special interest casualty matters:

a. Multiple casualty events.

b. Unique or bizarre incidents resulting in a casualty that can be expected to generate news interest.

c. Any casualty incident involving a person subject to special interest (except outpatient treatment for illness for which the individual was not held for observation). Persons subject to special interest include:

(1) Active duty general officers and general officer designees.

(2) Retired general officers.

(3) Colonels located outside of CONUS.

(4) Officers commanding battalions or units of similar size and responsibility in hostile fire areas.

(5) Field grade officers in advisory positions in hostile fire areas.

(6) Any Government official or public figure who becomes a casualty while under Army sponsorship.

(7) Returned prisoners of war on active duty.

(8) Other persons who have been identified by HQDA as subject to special interest.

★*d.* An abbreviated casualty report may be submitted on persons listed in *c* above, which will include as a minimum, the name, rank, SSN, organization, circumstances surrounding admission to hospital (including dates and times), diagnosis, place hospitalized and the

name/relationship/address of NOK who have been or are to be notified. In those cases when a person subject to special interest is placed on the VSI, SI, or SPECAT List, the provisions of chapter 3, this regulation, shall prevail and a casualty report will be submitted containing all information required in table 3-4, this regulation.

4-2. Additional requirements in special interest casualty matters. *a.* Immediately upon receipt of information concerning a special interest casualty matter, the responsible reporting commander will relay all available information by the fastest possible method (normally telephone) to HQDA. This advance report is designed primarily to alert casualty personnel of the casualty event. It will not be delayed pending accumulation of complete and detailed information.

b. Unless advised otherwise, all status-change and supplemental reports pertinent to such special interest casualty matters will also be relayed by the fastest possible method (normally telephone) to HQDA.

c. Progress reports will be required (para 2-2) every 5 days, even though the patient is listed in the category of not seriously ill or injured. Termination of these progress reports may be made after the third report unless otherwise indicated by HQDA.

d. All telephonic reports of this nature will be confirmed by electrical message.

e. All reportable persons involved in a multiple casualty event will be reported, regardless of degree of severity of the illness or of the wounds or injuries sustained.

f. Elections by these individuals not to have their NOK notified normally will not be honored unless overriding considerations exist concerning the health and well-being of either the reported individual or his/her NOK.

g. Notification of the NOK of individuals involved in special interest casualty matters will be accomplished without regard to normal hours of notification, if such is deemed appropriate and is directed by HQDA.

Section II. CASUALTY REPORTING DURING CIVIL DISTURBANCES

4-3. Responsibilities. a. Major commanders.

(1) The major commander (CAC or major oversea commander) in whose area the civil disturbance occurs is responsible for—

(a) Assisting the task force commander in all aspects of casualty reporting.

(b) Monitoring all casualty reports received from the task force commander and processing those reports, as required in paragraph 4-5.

(2) The major commander from whose area Active Army personnel are deployed is responsible for providing the task force commander with trained personnel to perform the casualty reporting function.

b. *Installation commanders.* Commanders of installations from which Active Army units and/or individuals are deployed will process casualty reports received from the task force commander, as required in paragraph 4-5.

c. *Task force commander.* The task force commander will—

(1) Establish a casualty reporting unit as an integral organizational element of the task force.

(2) Institute effective procedures to facilitate the timely flow of casualty information from elements of the task force to the task force casualty reporting unit.

(3) Establish immediate communication for casualty reporting purposes with the commander in whose area the task force is deployed, the commander from whose area Active Army personnel are deployed, and the home unit commander of National Guard and Reserve personnel.

4-4. Categories of casualties to be reported during a civil disturbance. A casualty report is

required when either Army National Guard personnel called into active Federal service or Active Army or Reserve personnel deployed with the task force or located in the area of operation of the task force are placed in one of the following categories:

a. Dead.

b. Missing (i.e., in one of the categories of the Missing Persons Act).

c. VSI or SI.

d. Injured or wounded, regardless of degree of severity, as a direct result of sniper fire, mob action, or individual rioters.

e. Unknown or undetermined.

4-5. Reporting procedures. a. *Active duty personnel.* When reporting active duty personnel, the task force commander will telephonically report the casualty to the commander of the installation from which the individual was deployed; telephonic communication will be confirmed by electrical message. The installation commander will obtain required personnel information and provide the CAC with information on which to prepare a casualty report. The CAC will then submit a casualty report to HQDA. Information copies will be provided to the commander in whose area the installation is located and to the commander in whose area the disturbance is occurring. The installation commander will also notify the NOK in accordance with current policies (chap. 5).

b. *Army National Guard and Army Reserve Personnel.* When reporting Army National Guard and Army Reserve personnel called into active Federal service, the task force commander will telephonically report the casualty to the individual's home unit commander. The

unit commander will obtain required personnel information and submit a telephonic report to the commander in whose area the disturbance is occurring. Telephonic communications will be confirmed by electrical message. The commander will submit a casualty report to HQDA and will notify the NOK in accordance with current policies (chap. 5). The State adjutant general will be an information addressee on all ARNG casualty reports submitted to HQDA.

Extreme caution must be exercised during the initial 24-hour period after Army National Guard personnel are called into Federal service. Casualties which were sustained by guardsmen while they were under State control, but are reported after the Guard is called into Federal service, must be reported through Army National Guard channels. However, all questionable casualties in terms of time of the incident will be reported through Active Army channels.

CHAPTER 5

NOTIFICATION OF NEXT OF KIN

Section I. GENERAL NOTIFICATION POLICIES

5-1. General. Notification of a casualty will be made promptly to the NOK in an appropriate, dignified, and understanding manner. The notification procedures outlined in this chapter do not apply to prisoners of war in US Army custody or to enemy nationals.

5-2. Policies. *a.* The desires of the individual, as expressed on his/her DD Form 93 or DA Form 41 or as expressed upon his/her becoming a casualty, should be followed.

b. Officers will be used to the fullest practicable extent to accomplish personal notification as designated representatives of the Secretary of the Army. When this is not feasible, enlisted personnel in grades E-7, E-8, and E-9 will be used; however, the grade of the notifier should be equal to or higher than that of the casualty.

c. When additional information is necessary (i.e., unknown address of another NOK), the individual making the initial notification will attempt to obtain the required data.

5-3. Conflicting evidence. If, after notification, evidence is presented which casts doubt on a report of death or missing status (e.g., a letter from the individual dated subsequent to the date of the casualty incident) an immediate telephonic inquiry through casualty reporting channels will be made and confirmed by electrical message. The command in which the casualty occurred will verify the individual's status and will provide an appropriate explanation through casualty reporting channels. The NOK will be advised personally of the results of the inquiry.

Section II. NOTIFICATION OF NOK OF DECEASED AND MISSING PERSONNEL

5-4. General. Personal notification will be made to the PNOK and certain SNOK (para 5-7) of all deceased and missing individuals for whom casualty reports are required (table 2-1), with the exception of retired or separated personnel. Notification will also be made to the NOK of retired personnel when the individual becomes a casualty overseas and the NOK is located in CONUS.

5-5. Responsibility for notification. *a.* Primary responsibility rests with one of the individuals listed below in whose area of responsibility the casualty occurs:

- (1) Casualty area commander.
- (2) Major oversea commander.

(3) Senior Army representative.

(4) State adjutant general for ARNGUS personnel when death occurs during IDT.

b. When the NOK to be notified is not located in the area of any of the commanders listed in *a*(1) through (4) above, reassignment of notification responsibility will be accomplished as follows:

(1) When the casualty occurs in one CAC's area and the NOK to be notified resides in a different CAC's area, the casualty information required to accomplish personal notification will be reassigned telephonically between the two concerned CAC's.

(2) When the casualty occurs in CONUS and the NOK to be notified resides OCONUS,

the casualty information required to accomplish notification will be relayed by immediate message to HQDA. HQDA then assumes responsibility for notifying the NOK residing OCONUS and for requesting disposition instructions for remains. (See para 4-4b(1)(b), AR 638-40 regarding relaying disposition instructions for remains to installation concerned.)

(3) When the casualty occurs in an over-sea command and the NOK to be notified resides in CONUS, the responsible major over-sea commander/senior Army representative, as appropriate, will relay the casualty report by immediate message to HQDA. HQDA then assumes responsibility for effecting notification.

(4) When the casualty occurs in an over-sea command and the NOK to be notified resides in a different over-sea command, the major over-sea commander and/or senior Army representative will relay the casualty report by immediate message to HQDA. HQDA then assumes responsibility for effecting notification and for requesting disposition instructions for remains. (See para 4-4b(2)(c), AR 638-40, regarding relaying disposition instructions received for remains to HQDA (DAAG-PED) WASH DC 20314.)

(5) When 4 hours have lapsed with no indication that the NOK has been notified, followup action will be initiated. Commanders responsible for notification will provide the reason for the delay and those actions which have been initiated to preclude future delays. The time limit established may have to be adjusted due to distances involved between the NOK's residence and the notifier's duty station or due to another similar condition, such as adverse weather.

5-6. Personnel resources. *a.* With a few exceptions, all officers, warrant officers, and enlisted personnel in grades E-7, E-8, E-9 (including personnel assigned to Department of Defense or Joint agencies and activities, Army Reserve advisers, Army National Guard advisers (with the concurrence of the responsible State adjutant general), and ROTC instructors) are available for use in the personal notification system. The exceptions are:

- ★(1) Individuals assigned to the US Army

Recruiting Command and US Army Military Enlistment Processing Command (exempt from personal notification only).

(2) Students at military or civilian schools.

(3) Military intelligence branch personnel and other personnel whose duties are such that they are required not to wear the uniform.

(4) Members of the Army Medical Corps may notify the NOK when the NOK is present at the place of death; however, they will not be used otherwise in the personal notification system, except under unusual circumstances. However, MSC officers may be used except those precluded in paragraphs 2-3 and 2-17, AR 40-1.

b. If a known medical condition of a NOK exists which could require the presence of a physician during notification, the following guidelines apply:

(1) The family physician should be consulted first, if possible. Notification should be made in the manner he recommends. If the family physician cannot be identified, any physician licensed to practice in the area where notification is to be made may be engaged to accompany the notifier. Operation and maintenance (OMA) funds will be used to reimburse the accompanying physician should a bill be submitted.

(2) Members of the Army Medical Corps will not be used to accompany the notifier in these cases; however, they may be consulted for advice if they have been treating the person to be notified.

5-7. Persons to be notified. *a. Primary next of kin (PNOK).* When the individual to be notified is:

(1) An individual's parent, both parents will be personally notified even if they are separated or divorced.

(2) Less than the age of majority and not the spouse, the next in the normal line of family relationship who has reached the age of majority, the child's guardian (if one has been appointed), or the person caring for the child, will also be personally notified.

b. Secondary next of kin (SNOK). Except as indicated in (3) below, notification of SNOK will NOT be accomplished until after the

includes inspecting, orienting, and supervising members of military burial details (AR 600-25 and FM 22-5). In this connection, the SAO should be aware that the responsibilities of the military escort terminate upon delivery of the remains unless requested by the NOK to stay for the funeral. If so requested, the escort will inform the SAO of the request and will be available to assist the SAO and the NOK.

g. Insure that in those instances in which the member was married but had surviving parents that pertinent information regarding the return of the remains and the funeral arrangements and similar information are being passed to the surviving parents. Information will also be furnished to children of a decedent by a former marriage (or their guardian) and to parents who did not have custody of the decedent, when applicable.

h. Give the NOK of a deceased active duty member a copy of DA Pam 608-4 during the initial personal visit.

i. Advise the NOK of monetary and other benefits and entitlements for which they should file applications, and help them file those applications. Use local facilities, such as legal assistance or copying equipment, in developing or supporting claims for these benefits. The NOK should, when possible, be accompanied to the VA office and the Social Security office for interviews.

j. Advise the NOK that the Army Finance and Accounting Center will mail claim forms, for unpaid pay and allowances, with instructions for completion, to designated beneficiary(ies). In addition, the NOK should be advised that the beneficiary for unpaid pay and allowances will also receive Soldiers Deposits, if any.

k. Counsel dependent NOK regarding period of entitlement for transportation and shipment of household goods and concerning procedures for requesting extension of entitlement (AR 55-46).

l. See that HQDA and the CAC are immediately notified of any move being made or contemplated. Both the old and the new addresses, with the effective date of the move,

will be included. This information will also be recorded in the survivor assistance report.

m. Immediately inform HQDA if the NOK requests a letter of sympathy from the individual's unit commander in cases when the letter would normally be prepared by another official (para 6-3b).

7-11. Payment of maximum partial death gratuity. If there is a surviving spouse, payment of a maximum partial death gratuity will be made within 72 hours after the initial notification of death, or within 72 hours of receipt of authorization, as applicable.

a. Direct Payment. When practical, payment of the maximum partial death gratuity will be made directly to the eligible spouse by the local FAO. The SAO will assist in accomplishing this payment.

b. Payment through the SAO. If direct payment is not practical or possible, payment will be made through the SAO as outlined below.

(1) When the report confirming notification of the NOK is submitted to the agency that provided the casualty information, the duty title and address of the commander designated to appoint the SAO and/or the duty title and address of the SAO will be included. Upon receipt of this information, the agency that provided the information for notification will send a message to the commander (or the SAO) authorizing maximum partial death gratuity payment provided that agency is in possession of the MPRJ and/or PFR; otherwise the authorization will be furnished by the agency having possession of records—USAFAC or HQDA. This message will include data concerning the basic pay and years of service of the decedent for completion of DD Form 397.

(2) The SAO will—

(a) Give the Army FAO serving the area in which the NOK is located (or, if the area in which the NOK is located is not served by an Army FAO, to the Air Force accounting officer or the Navy disbursing officer) a duly certified DD Form 397 with blocks 5 through 11, 13, 14, and the claim certification portion of block 18 completed. The DD Form 397 will be supported by copies of orders appointing the SAO as a Class A agent (unless funds are

to be obtained from the disbursing officer of another service, in which case orders will authorize the SAO to obtain funds from the appropriate service) and copies of the message indicated in (1) above.

(b) Obtain from the finance or disbursing officer the gratuity check and the original and one copy of the DD Form 397 for delivery to the eligible payee.

(c) Obtain the required certification and signature on the original and one copy of DD Form 397 when presenting the check to the payee.

(d) Return to the finance or disbursing officer the signed original and one copy of the DD Form 397. If the payee does not sign the voucher, the SAO will return the voucher, the check, and a statement describing the details to the finance or disbursing officer for action.

7-12. Assistance at national and post cemeteries outside areas of responsibility. When the remains of an active duty Army member are to be interred in a national or post cemetery outside the area of responsibility of the SAO, the CAC or major oversea commander in whose area the cemetery is located will be notified so that a military attendant of at least equal rank to the deceased meets the NOK or their representatives upon arrival at the city in which the cemetery is located.

a. The following information, as a minimum, will be sent promptly to the appropriate CAC or major oversea commander with an information copy to HQDA:

- (1) Deceased's name and grade.
- (2) Location of military cemetery.
- (3) Mode of travel of NOK, to include flight number, etc.
- (4) Estimated time and place of arrival of NOK.
- (5) Accommodation requirements.
- (6) Name(s) of NOK arriving for funeral services.

b. The attendant to the NOK will give any needed assistance. This will include, but will not be limited to, transporting dependents, making arrangements for interment, and making or confirming departure arrangements.

7-13. Assistance to the NOK of retired persons.

a. NOK of retired members are entitled to survivor assistance of the same type as would have been provided if death had occurred while the members were on active duty, except no death gratuity will be paid. Any costs incurred for the care and disposition of remains of retired members must be borne from private funds (unless members are retired and retained continuously in a Government hospital). When death occurs in a foreign country, the State Department's consular representative in the country concerned is the official who will assist in disposition of remains. The State Department's point of contact in Washington, DC, in such matters is the Special Consular Services.

b. When a commander is advised that a retired person in his area has died, he will provide an SAO to the NOK. Since information concerning the death of retired persons is not always timely, it will not always be possible to establish contact with the NOK or to render complete assistance. However, retiree cases will be handled in the same manner as are active duty death cases. Prior to appointing an SAO, CAC may establish telephonic contact with the NOK to determine the exact extent of assistance required and if an SAO is not desired, one need not be appointed.

7-14. Assistance to the NOK of civilian employees. Normally, formal survivor assistance is not provided to the survivors of civilians who are the responsibility of the Department of the Army. Oversea commanders, however, will furnish assistance to the dependents of deceased civilian employees within their respective commands, not to exceed that prescribed herein for military dependents. While such assistance will not normally be given after the dependents enter CONUS, responsible commanders will transfer the case to the appropriate CAC so that he may furnish pertinent information to the civilian personnel officer at the installation nearest the location of the NOK.

7-15. Disposition of survivor assistance reports. Survivor assistance reports will be forwarded through channels to the responsible

CAC or major oversea commander for review and corrective action. Controversial cases and SAO reports that have items of interest will be forwarded to HQDA.

Section III. ASSISTANCE TO THE NOK OF MISSING/CAPTURED PERSONS

7-16. General. The responsibilities and procedures for providing assistance to the NOK of missing/captured persons are known as the Family Services and Assistance Program. This assistance will reflect a continuing concern for the welfare of the NOK.

7-17. Responsibilities of commanders. Responsibilities of commanders in the Family Services and Assistance Program are generally the same as those for the Survivor Assistance Program (sec II). Additionally, CAC's and major oversea commanders will maintain a list of the names and addresses of the NOK of missing/captured personnel who desire to communicate with the NOK of other missing personnel in their geographic area (para 7-19d). Commanders who are delegated responsibility for or are assigned assistance cases concerning missing or captured personnel will—

a. Appoint a Family Services and Assistance Officer (FSAO) from assigned personnel. When possible, the FSAO will—

(1) Be a field grade officer or experienced captain, or be an officer of any grade who is a member of the bar of any State or has legal training.

(2) Be the most qualified of those individuals available to assist and officially represent the NOK.

(3) Have an expected retention in the capacity of FSAO of not less than 12 months. Commanders will take every action possible to insure that officers so assigned are permitted to remain on the case for as long as possible.

b. Insure that procedures are in effect to train officers to serve as FSAO's and to keep such training up to date. Orientation periods are recommended.

c. Insure that the FSAO is authorized direct access to the installation staff and, when necessary, to the staff of the CAC or major oversea command concerned.

7-18. Continuity of assistance. When an FSAO must be replaced because of reassignment, separation, or extended absence, he/she will accompany the newly appointed officer on the initial contact with the NOK. When possible, a 60-day leadtime is desirable to insure that the NOK is prepared for the change and to assure that the new officer has time to become thoroughly familiar with the case and is ready to continue the ongoing assistance without interruption.

7-19. Responsibilities of the FSAO. *a.* Although the duties and responsibilities of furnishing assistance to the NOK are secondary to the FSAO's primary duty, they are time-consuming and involved. Since the FSAO's performance in this area has a significant impact upon the image of the Army, the FSAO should be thoroughly familiar with the contents of DA Pam 608-33, DA Pam 608-34, and DA Pam 608-4.

b. The FSAO must be readily accessible, at least by telephone, to the NOK.

c. The FSAO will brief the NOK on pay entitlements and accounts. This briefing will be accomplished after the initial contact with the NOK, consistent with the situation and the desires of the NOK. As a minimum, the information contained in part 4, chapter 3, DOD Military Pay and Allowances Entitlements Manual should be covered. Additional information may be obtained from the Chief, Claims Division, US Army Finance and Accounting Center, Indianapolis, IN 46249.

d. The FSAO will determine if the NOK desire to communicate with other nearby NOK of missing personnel. If they desire to do so, a list of those other NOKs who also desire to communicate will be obtained by the FSAO from the casualty area or major oversea commander concerned and will be furnished to the NOK with whom the FSAO is dealing. The NOK will be advised that their names and addresses will be added to the NOK list maintained by the major commander.

e. A personal visit, unless otherwise stipulated by the NOK, will be made monthly to the family being assisted. The FSAO will prepare a DA Form 2204 following the initial visit to the NOK and after each subsequent visit. The reports will be forwarded to the CAC or to the major oversea commander in whose area the

NOK is located. If the report contains controversial comments, problems, or significant changes in NOK's status (e.g., death of family member, serious illness, divorce, marriage, or change of address), it will be forwarded by the CAC or major oversea commander to HQDA (DAAG-PES) WASH DC 20314, for review.

CHAPTER 9

REPORTS OF DEATH OF USAR MEMBERS

★9-1. **General.** This chapter prescribes procedures for reporting a US Army Reserve member's death which occurs while the member is in a status other than that listed in paragraphs 1-2a(1)(a) and (b). This chapter also prescribes the use of DD Form 1300 (Report of Casualty) for furnishing official reports of death of USAR members.

9-2. **Responsibility.** The responsibility for the prompt reporting of a member's death is as follows:

a. The unit commander is responsible for members under his jurisdiction.

b. The Commanding General, US Army Recruiting Command is responsible for members of the USAR Control Group (Delayed Entry).

c. The Commanding General, US Army Reserve Components Personnel and Administration Center (RCPAC) is responsible for all other members of the USAR.

9-3. **Procedures.** a. Notification of death will be submitted to Cdr, RCPAC, ATTN: AGUZ-/SAD-CAS, 9700 Page Boulevard, St. Louis, MO 63132, and will include the following:

(1) Name, grade, and social security number.

(2) Date, place, and cause of death.

(3) Source of information, if document evidencing death is not available.

b. The member's MPRJ, accompanied by the

notification of death, will be promptly forwarded to RCPAC.

c. Additionally, when notification of the death of a general officer is received, a message containing information in a above will be immediately dispatched to DA WASH DC//DAAR-ZA//.

★d. If a member who is assigned or attached to a troop program unit dies while not in a training status, the unit commander will forward the report of death and information as prescribed above in addition to the following:

(1) Original DA Form 41 or DD Form 93.

(2) Original VA Form 29-8286, if in effect.

(3) A copy of the unit's training schedule.

(4) When appropriate, a statement of the option elected by a nonprior-service member who was not in a pay status.

(5) A statement showing the date and amount of the last premium paid or withheld.

(6) Number of assemblies for which pay is due.

★(7) Personal financial record (PFR) maintained by USAR units will be forwarded to Cdr, USAFAC, Indianapolis, IN 46249.

9-4. **DD Form 1300 (Report of Casualty).** The CG RCPAC is responsible for the issuance of this form for all deceased USAR members, except those indicated in paragraphs 1-2a(1)(a) through (f) and b. Additionally, RCPAC will issue this for all retired Army members except those who die within 120 days of retirement.

CHAPTER 10

REPORTS OF DEATH FOR ARNG MEMBERS

Section I. GENERAL

10-1. General. This chapter prescribes policies and procedures governing the reporting of an Army National Guard member's death which occurred while the member was participating in training or occurred as a result of such training.

10-2. Official report of death. DD Form 1300 (Report of Casualty) is used to provide the official report of death to those authorized

Government agencies having a need for such information. This form will be issued by—

a. The Adjutant General in all cases of death occurring while the member was participating in training or occurring as a result of such training (sec II).

b. The State adjutant general in case of death of ARNG members who were not in a duty status at time of death (sec III).

Section II. DEATH WHILE PARTICIPATING IN TRAINING OR AS A RESULT THEREOF

10-3. Notification of death. The notification that an individual has died while participating in training or as a result of such training will be initiated as follows:

a. Active Army installation commander. The installation commander will submit report of death required for those in Federal status participating in initial active duty for training (IADT) and those in State status attending service schools under the jurisdiction of the Active Army. A copy of the report will be furnished the following addressees:

- (1) Chief, National Guard Bureau.
- (2) State adjutant general.

★*b. State adjutant general.* The State adjutant general in all cases, except those indicated in *a* above, will submit by electrical transmission within 72 hours of death, the report of death required in chapter 3 to the Chief, Settlement Operations, US Army Finance and Accounting Center, Indianapolis, IN 46249. Item 67 of the report will include a statement that death gratuity is to be paid by the finance and

accounting officer having access to the member's personal finance record. In the event death occurs as a result of an injury sustained while traveling to or from inactive duty training, item 67 of the report will contain a statement that payment of death gratuity is being deferred pending receipt of DD Form 261 (Report of Investigation—Line of Duty and Misconduct Status) indicating findings of approving authority (NGR 600-3). Information, addresses will include NGB-ARP-C, 5600 Columbia Pike, Falls Church, VA 22041, and the CAC in whose area of responsibility the casualty occurred.

★*c.* All supplements to the State adjutant general reports will be forwarded to HQDA by the CAC in whose area of responsibility the casualty occurred.

10-4. Notification of next of kin. When death occurs while the member is in the training status indicated in 10-3*a* above, responsibility for notifying the next of kin rests with the Active Army installation commander. When death occurs while the member is in the train-

ing status indicated in 10-3b above, responsibility for notifying the next of kin rests with the State authorities.

10-5. Line of duty investigations. See NGR 600-3.

10-6. Care and disposition of remains. See NGR 638-40.

10-7. Disposition of records. See NGR 640-100 or NGR 600-200, as appropriate.

10-8. Servicemen's Group Life Insurance (SGLI) Certification of Eligibility. The following procedures apply when an eligible member dies while on active duty for training (ADT), full-time training duty (FTTD), annual training (AT), or inactive duty training (IDT):

★*a.* The recordskeeping element having custody of the DA Form 41 or DD Form 93 will initiate action prescribed in chapter 11. The original DA Form 41 or VA Form 29-8286; a copy of the report of death; a copy of the final military pay voucher; and a copy of the schedule for IDT, or a copy of the ADT, FTTD, or AT orders will be forwarded to HQDA (DAAG-PEC).

b. The Adjutant General, Department of the Army, will prepare DD Form 1300 and certify the member's eligibility for SGLI in Item 13. (When appropriate, the option elected by the member will be included in the certification.) The documents submitted by the recordskeeping element will be attached to the DD Form 1300 and forwarded to the Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, NJ 07102. The OSGLI will then correspond with the beneficiary.

Section III. DEATH WHILE NOT IN DUTY STATUS

★**10-9. Notification of death.** *a.* A notification of death will be submitted in appropriate format and will include the following information:

- (1) Name, grade, and social security number;
- (2) Date and place of death;
- (3) Cause of death and source of information, if document evidencing death is not available for inclusion in personnel records jacket of member concerned.

b. Reports of death will be accompanied by the personnel records jacket of the member concerned and will be forwarded promptly to the State adjutant general.

★**10-10. Distribution of DD Form 1300.** Distribution of this form will be as follows:

- (1) Two copies for each general officer and one copy for other officers or warrant officers will be sent to NGB-ARP-C, WASH DC 20310.
- (2) One copy of all reports (including those on enlisted personnel) will be sent to—
 - (a) The Director, Federal Bureau of Investigation, ATTN: Investigation Division, Department of Justice, Washington, DC 20537.

(*b*) Commander, US Army Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

(*c*) Office of Servicemen's Group Life Insurance, 212 Washington Street, Newark, NJ 07102.

(3) One copy of all reports (including those on enlisted personnel) will be retained by the State adjutant general.

10-11. Disposition of records. Records will be retained by the State adjutant general.

★**10-12. SGLI Certification of Eligibility.** The State adjutant general will certify the member's eligibility for SGLI in item 13 of the copy of DD Form 1300 to be forwarded to OSGLI (para 10-8) and attach the following documents:

- a.* Report of death.
- b.* DD Form 93 (duplicate) or DA Form 41 (original).
- c.* Original VA Form 29-8286, if applicable.

Table 11-1. Categories of Personnel, Agencies Responsible for Form Preparation, Initial Distribution, and Final Distribution on Change of Status

CATEGORY OF PERS	RESPONSIBLE AGENCY	INITIAL DIST	DISPOSITION OF CH OF STATUS
★Enlistees, reenlistees, and inductees from civilian life.	AFEES	Same as rev or ch	Same as rev or ch
USMA Cadets & newly commissioned grads	US Military Academy	File card and 1st paper copy in cadets MPRJ file at USMA, 2d copy to mbr.	When comm fill out new form and comply with last column of this table. If death occurs in cadet status, airmail card copy to DA, and paper copy to USAFAC with final mil pay voucher.
ARNG or reserve component personnel asgd to units.	Unit Asgd	3	2
USAR and ARNG pers ordered to AD, ADT ext AD, or FTDD.	Org or activity to which mbr rept initially.	3	2
NG pers not on ext AD	As prescribed by C, NGB	3	2
ROTC cadets attend summer camp and ROTC cadets rec com upon grad.	ROTC Instr Gp (at least 30 days before opening date of camp or entry on AD) (AR 145-1).	File card and 1st paper copy in cadets MPRJ file, 2d copy to member.	★When com fill out new form and comply with last column of this table. While at summer camp send card to instl Cdr of camp. Rtn card to PMS at school upon completion of camp. If death occurs at camp airmail card and/or VA Form 29-8286 to DA, and paper copy to USAFAC with final mil pay voucher.
2LT commissioned under the Early Com Prog (asg to USAR Cont Gp Delayed).	Army HQ processing the appointment.	1	2
Revision or changes (includes AD and IADT pers).	Cdr or org or actv having mbr's pers rec.	★Mail 1st card to HQDA (DAAG-PEC), 1st paper copy to MPRJ; 2d paper copy to member.	Upon discharge (except to reenlist or upon REFRAD, dest paper copy. Upon death send paper copy of DA Form 41 or VA Form 29-8286 to DAAG-PEC with copy of final mil pay voucher. Send Xerox copy and final mil pay voucher to USAFAC 4.

1-Home unit will file card copy; file 1st copy in MPRJ; 2d copy to member

2-When pers trf and hand-carry MPRJ, card copy will be maintained by the losing unit until member arrives and gaining unit requests card copy. When ordered to AD for 6 months or more (or ordered to IADT for ARNG or USAR pers), verify info and comply with instructions of last column of this table. If death occurs while performing IDT, ADT other than as indicated above, or traveling to or from such training, forward as for USMA cadets (for ARNG pers, copy will also be forwarded with report of investigation (NGR 600-3). If death occurs for ARNG pers not in a duty or training status: (1) Orig of DA 41 (1 Apr 74) will be forwarded to OSGLI, copy with final mil pay voucher to USAFAC; (2) Orig of DD 93 or DA 41 (1970) to USAFAC with final mil pay voucher, copy with VA Form 29-8286 to OSGLI. Upon mobilization of ARNG pers, fwd orig card to HQDA, transfer 1st copy from PFR to MPRJ.

3-File original card in MPRJ; 1st copy in PFR; 2d copy to member

4-CDR

USAFAC

ATTN: Chief, Claims Div, Centralized Pay Opns

Indianapolis, IN 46249

★Note: 2d card copy will be destroyed or utilized as directed by the local commander, State Adjutant General, or directing headquarters.

Table 11-2. Additional Instructions for Completing DD Form 93—Deleted

★Table 11-3. Additional Instructions For Completing DA Form 41

Item Number	Title	Instructions
1	Name	If the member does not have a middle name or initial, leave blank. If the member has initials instead of a first and/or middle name, inclose the initials in quotation marks (e.g., "J," "E," or "J E"); also enter "JR," "SR," "II," or "III," when applicable. Alias or also known as (AKA) name will be entered in remarks section by entering (see item 23) after current name.
5	Home of record	For enlisted personnel, enter the home of record shown in item 41, DD Form 4 or item 3, DD Form 47. For officers, enter the home of record shown in their initial active duty orders or as subsequently changed by HQDA.
9	Spouse	This entry will, insofar as possible, be identical with the name and address of spouse as listed on other official records of the member. If the member has never been married, enter NA. If previously married, enter NOT NOW MARRIED, if applicable, and under "REMARKS" (item 23) on the reverse of the card form, enter the complete name of the former spouse and how the marriage was terminated (e.g., DIVORCED or DECEASED), including the date and place. If divorced, enter the complete, current mailing address of the former spouse. If the current address is unknown, enter the last known address and the date.
10	Children	The term children includes a natural child, adopted child, stepchild, and illegitimate child, if so acknowledged in writing by the member. It also includes the child of a member who has been judicially decreed or otherwise shown by satisfactory evidence to be the parent. If the member has no children, enter NA.
16 and 17	Principal and contingent beneficiaries.	Enter first name, middle initial, and last name (as in item 1 above) followed by current address if not previously listed. Enter relationship and fraction in appropriate blocks. For additional designation(s) use item 23, REMARKS AND CONTINUATIONS. (Before completing these two items, the member will be counseled, as prescribed in AR 608-2.)
18	Insurance reduction or refusal.	If not refused, NA may be entered.
★19	Signatures of member and witness.	(1) Personnel will sign their first name, middle initial, and last name but will not sign a blank form or will not sign a form before each item has been verified. (2) The witness will ensure that the member has reviewed the form. The form will not be signed by the witness until signed by the member.
22	Do not notify	Enter complete name (as in item 1 above), relationship, and reason for not notifying the person in a case of emergency (e.g., "ILL HEALTH" or "ADVANCED AGE"). If more than one person is in this category, enter (see item 23) and list this person there.
23	Remarks and continuations	This item may also be used to clarify information concerning marital status or other relationships; give location of the will or other valuable papers; and list name(s) of insurance company(ies), thus enabling DA to send DD Form 1300 (Report of Casualty) immediately to insurance companies for prompt statement of insurance claims. (Notifying commercial insurance companies is a voluntary DA action, designed to assist the member's dependents.) It may also be used for any continuation of other entries on the form and may be used for other information (e.g., to indicate dependency of disabled children). Additional cards may also be used if required.

CHAPTER 11

RECORD OF EMERGENCY DATA (DD FORM 93 AND DA FORM 41)

11-1. Purpose of DD Form 93 and DA Form 41. These forms are extremely important because—

a. When completed they become an official and legal document which designates certain beneficiaries for certain benefits in the event the member is captured, missing, interned, or deceased.

b. They provide the names and addresses of the person(s) to be notified in case of emergency or death.

11-2. Preparing DD Form 93 and DA Form 41. Agencies responsible for preparing these forms and the categories of personnel for whom the forms are prepared are shown in table 11-1. The forms will be prepared as assembled and will be typed or printed using black or blue-black ink. If printed, all capital letters will be used. If typed, upper and lower case letters or all upper case letters may be used.

★*a.* Instructions for item-by-item preparation of the forms are provided on the reverse side of the duplicate copies. Additional instructions are contained on table 11-3 for completing DA Form 41. The only additional instruction for completing DD Form 93 is to mark "NA" in item number 3*b* on the form.

b. Agencies preparing the forms will ensure that—

- (1) A complete new form is submitted when there is a change in any one of the items.
- (2) All items are completed or marked as shown in the detailed instructions on the forms.
- (3) The card copies are not stapled, folded, or mutilated.
- (4) Forms of more than one card are secured with a paper clip.
- (5) All members read and fully understand the instructions to servicemember and the state-

ment which is to be signed in ink on the first and second copies of the form (DD Form 93 only).

★*c.* During preparation of the form errors may be corrected by marking out the error with a slash (/) and typing or writing the correct information immediately after the slash (/). All corrected information will be initialed by the member.

d. Any item which is the same as a previous entry may be completed by entering SEE ITEM_____.

★*e.* Army activities preparing the forms may require the servicemember to present documentary evidence to support marriage, divorce, birth of dependent or adoption of a dependent when changing an item of such significance.

11-3. Review and update. *a.* The form will be reviewed—

- (1) During outprocessing for PCS.
- (2) Upon arrival at a new duty station.
- (3) Annually, during the birth month.

b. The date of review will be entered in pencil below item 16, DD Form 93, or in item 20, DA Form 41, on the copy filed in the MPRJ.

c. The servicemember concerned will have a new form prepared when there is a change in any item.

11-4. Disposition. As prescribed in table 11-1.

11-5. Confidential data. Members will be advised that data listed on the form will be used only for official purposes and will be divulged only with their written consent. Information listed may be released to the member's next of kin or legal representative.

11-6. Transmittal of Forms. DA Form 200 (Transmittal Record) will be used to transmit all forms to HQDA and will be signed by the personnel officer or the personnel staff NCO. The signed DA Form 200 will be construed to mean that the forms being transmitted have been checked and verified as being correct and properly completed.

11-7. Use of DD Form 93. DD Form 93 will be available for use on the effective date of this regulation. Use and preparation of this form will be in accordance with the provisions of paragraph 11-8.

11-8. Use of DA Form 41. DA Form 41 will continue to be used until supplies are exhausted. When this occurs and a new record of emergency data is to be prepared, the DD Form 93 will be prepared along with the accompanying VA Form 29-8286 (SGLI Election). DD Form 93 will not be prepared simply to have the new form in file. All previous editions of the DA Form 41 will be considered current. No headquarters subordinate to HQDA will require a conversion to the DD Form 93.

11-9. DD Form 93, Privacy Act Statement (fig. 11-1). During the preparation of any record of emergency data, the form shown in figure 11-1 will be provided to the servicemember. Local reproduction of the form is authorized. This action is in keeping with the provision of the Privacy Act which requires that all persons completing any form be advised as to the need for the completion of the form and for what purpose the form will be used. DD Form 93, Privacy Act Statement, will be reproduced locally on 8 x 10¹/₂-inch paper.

11-10. Disposition of remains. An unmarried servicemember may designate a blood relative to receive his/her remains; however, upon marriage, the surviving spouse is entitled to receive and direct disposition of the remains regardless of this designation. The designation of the blood relative will be entered in item 13, DD Form 93, as follows: DR: Name/blood relation/initials. If the service member declines to name a blood relative, the order of priority of persons cited in AR 638-40 will be followed in determining the individual entitled to receive and direct disposition of the remains.

d. When appropriate, a statement of the option elected by a nonprior-service member who was not in a pay status.

e. A statement showing the date and amount

of the last premium paid or withheld (copy of DA Form 2659).

f. A statement of the number of assemblies for which pay is due.

APPENDIX A

GUIDANCE TO INDIVIDUAL MAKING PERSONAL NOTIFICATION

REMEMBER:

As a personal representative of the Secretary of the Army you are expected to be courteous, helpful, and sympathetic toward the NOK in this most sensitive mission of personal notification. Your presence is designed to soften the blow, if possible, and show the Army's concern for its personnel, their dependents, and their NOK. Each notification action will be different as a result of the individuals and circumstances involved, which can precipitate different reactions. Your alertness to the needs of the individual will assist the DA in maintaining a rapport with the NOK at this time of their greatest need. Your actions in this difficult task can improve the image of the Army as well as increase confidence in the Army on the part of the public.

DO

1. Present a soldierly appearance—be as neat in appearance and attire as the circumstances permit.
2. Call on the NOK promptly after receiving casualty information. However, the visit should occur only during the hours from 0600 to 2200, local time, unless otherwise directed.
3. Make the visit as inconspicuous as possible.
4. Be as natural as possible in speech, manner, and method of delivery of the notification. Furnish the NOK essentially the following information:
 - a. *For death cases:* "The Secretary of the Army has asked me to express his deep regret that your (relationship) (died/was killed in action) in (country) on (date). (State the circumstances.) The Secretary extends his deepest sympathy to you and your family in your tragic loss."
 - b. *For missing cases:* "The Secretary of the Army has asked me to inform you that your (relationship) has been reported (missing/missing in action) in (country) since (date). (State the circumstances.) When additional information is received, you will be promptly notified. The Secretary extends his deepest sympathy to you and your family during this most trying period."
5. Be alert for any adverse reaction to the news. If there apparently is no other adult member of the family at home and the news produces a shock that would seem to make it desirable for someone to be with the next of kin, ask, "Is there anything I can do?" or in case of severe reaction say, "May I call someone or ask a neighbor to step in?"
6. Inform the PNOK of a subsequent visit by an SAO/FSAO, but do not specify date or time he will visit (chap. 7).

7. Inform the NOK that a followup confirmatory message will be received through commercial telegraph facilities. Advise that a 24-hour time lapse is not considered excessive.

8. In death cases, if remains have been recovered, inform the NOK that a message on disposition of remains will be forthcoming. In the case of SNOK (parents), inform them that the PNOK will receive a message on disposition of remains. If remains were not recovered, the NOK will be advised on the procedures for conducting a memorial service as outlined in AR 638-40.

9. Solicit the assistance of neighbors, friends, clergyman, postmaster, or police chief, as necessary, in locating NOK/who are not at home. Care must be taken not to disclose the full purpose of your mission. If the absence is temporary, you may await their return or go in search of them, depending on the circumstances. If the NOK is out of town and not expected to return shortly, ascertain the *exact* location and accomplish the visit if within a reasonable geographic distance, or telephonically redirect action immediately through the casualty reporting chain of command.

**ONCE NOTIFICATION ACTION HAS BEGUN, IT MUST BE
CONTINUED TO COMPLETION**

10. Inform the PNOK (wife) that personal notification will be made to the SNOK (parents) if such notification is required by paragraph 5-7.

11. Inform the SNOK (parents) that the PNOK (wife) has already been informed.

12. Inform the NOK that a letter will be forthcoming from the individual's commander which will provide more complete details (chap. 6).

DO NOT

1. Don't notify by telephone.
2. Don't call for an appointment prior to visiting.
3. Don't hold your notes or a prepared speech in hand when approaching the residence of the NOK.
4. Don't divulge your message except to the person or persons concerned.
5. Don't leave word with neighbors or other individuals to have the NOK call you.
6. Don't speak hurriedly or continuously refer to notes when talking to the NOK.
7. Don't use code words which may have been used in the casualty report. See table 3-2 for definitions of the code words.
8. Don't use gestures which might be misconstrued as manifestations of being overly sympathetic.
9. Don't touch the NOK in any manner unless there is extreme shock or fainting, in which case render appropriate assistance.
10. Don't discuss entitlements in death cases at this time. (Acknowledge

either the fact that you are not knowledgeable in this field and that an SAO will be assigned to discuss such matters, or if you are the SAO, inform the NOK that you will return later to discuss all details.)

11. Don't discuss disposition of remains or personal effects.

12. Don't inform SNOK (parents) that they will receive a subsequent visit from an SAO, unless the PNOK is a minor and not the spouse.

13. Don't commit your organization or DA to accomplishing an action or obtaining some information by a given time. All requests for information or other assistance will, however, be forwarded to the proper agency or through the casualty reporting chain of command without delay.

14. Don't stop in taverns or similar establishments while awaiting the return of the NOK.

APPENDIX C**AREAS OF RESPONSIBILITY—MAJOR OVERSEA
COMMANDS**

PUERTO RICO -----	CDR FT BUCHANAN
CANAL ZONE -----	CDR 193D INF BDE
★PHILIPPINES -----	US ARMY SERVICES ELEMENT
JAPAN -----	CDR US ARMY GARRISON, CAMP ZAMA
KOREA -----	CDR UNC/USFK/EA, SEOUL
HAWAII -----	CDR USA SPT COMD HAWAII
EUROPE -----	CDR USA MILPERCEN EUROPE
★THAILAND -----	CHIEF JUSMAG THAI
ALASKA -----	CDR 172D INF BDE
OKINAWA -----	CDR USA GARRISON OKINAWA

APPENDIX D

LIST OF PUBLICATIONS AND FORMS TO BE INCLUDED IN CASUALTY ASSISTANCE KITS

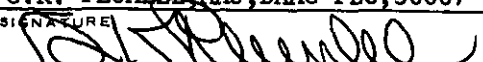
DOD Military Pay and Entitlements Manual, part 4, chapter 3, table 4-4-1, and chapter 5
AR 37-104-3, part 4, chapter 4 (Military Pay and Allowances Procedures—Joint Uniform Military Pay System (JUMPS—Army))
AR 40-121 (Uniformed Services Health Benefits Program)
AR 55-46 (Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas)
AR 600-10 (The Army Casualty System)
AR 600-25 (Salutes, Honors, and Visits of Courtesy)
AR 608-50 (Legal Assistance)
AR 638-1 (Disposition of Personal Effects of Deceased and Missing Persons)
AR 638-40 (Care and Disposition of Remains)
AR 672-5-1 (Military Awards)
DA Pam 55-2 (It's your Move)
★DA Pam 352-2 (Dependent's Education—Educational Scholarships, Loans, and Financial Aids)
DA Pam 600-5 (Handbook on Retirement Services for Army Personnel and Their Families)
DA Pam 608-2 (Your Personal Affairs)
DA PAM 608-4 (For Your Guidance—A Guide for the Survivors of Deceased and Army Members)
DA Pam 608-33 (Survivor Assistance Officer and Family Service and Assistance Officer Handbook)
DA Form 2204 (Survivor Assistance Report)
DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment)
DD Form 1172 (Application for Uniformed Services Identification and Privilege Card)
DD Form 1351-2 (Travel Voucher or Subvoucher)
DD Form 1351-4 (Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance)
DD Form 1701 (Inventory of Household Goods)
DD Form 1884 (Survivor Benefit Plan—Application for Annuity)
VA Form 21-534 (OAC 24) (Application for Dependency or Indemnity Compensation or Death Pension by Widow or Child)
VA IS 1 Fact Sheet: Federal Benefits for Veterans and Dependents

Note: VA Forms are available at the nearest Veterans Administration Regional Office.

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S/S AR 600-10 C1+2

AR 600-10

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE ACT INFO		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
							DATE - TIME	MONTH	YR
01 OF 02		RR	RR				280800Z	Jun	76
BOOK		MESSAGE HANDLING INSTRUCTIONS							
<p>FROM: CDR TAGCEN WASH DC//DAAG-PEC</p> <p>TO: TO ALL HOLDERS OF ID COPIES OF AR 600-10</p> <p>UNCLAS</p> <p>SUBJECT: Interim Change to AR 600-10, The Army Casualty System</p> <p>1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 600-10, in accordance with DA Form 12-9A block</p> <p>2. This change corrects errors noted in the regulation, clarifies instructions on ARNG and USAR reporting procedures, and reflects minor changes necessary to refine reporting procedures.</p> <p>3. The following changes will be made in pen and ink:</p> <p>a. Page 1-1, Para 1-2a(1)(g), Delete, "ARNG and" and "or Chapter 10 (ARNG)".</p> <p>b. Page 1-1, Para 1-2a(1)(h), Added: Members of the ARNG will be reported in accordance with Chapter 10.</p> <p>c. Page 3-5, Table 3-1, add to <u>11</u>/ the following: Overseas commander will report all cases to HQDA.</p> <p>d. Page 3-11, Table 3-3, add to item 73 the following: NOTE: If SM is not married include the birth dates of both parents if available.</p> <p>e. Page 9-1, Para 9-1, change <u>1-2a</u> and b to read 1-2a (1)(a) and (b).</p> <p>f. Page 10-2, Para 10-8a, change DAAG-CAS to read DAAG-PEC.</p> <p>g. Page 10-2, Para 10-12, subparas c and f are superseded. Subpara 10-g, change DA Form 2659 to read DA Form 3686.</p> <p>h. Page 11-5, table 11-2, items 13, add NOTE: Enter date and place of birth</p>									
<p>DISTR:</p> <p style="text-align: center;">RETURN TO ARMY LIBRARY ROOM 1 A 518 PENTAGON</p>									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
G.K. PLUMLEE, MAJ, DAAG-PEC, 36607									
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE									
G.K. PLUMLEE, MAJ, DAAG-PEC, 36607									
SIGNATURE						SECURITY CLASSIFICATION		DATE TIME GROUP	
						UNCLASSIFIED			

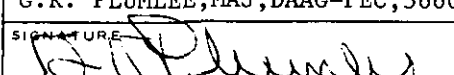
JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED					
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY				
		ACT	INFO						DATE - TIME	MONTH	YR
02 OF 02											
BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>of SM. Entry is mandatory in this item.</p> <p>1. Page 11-6, Table 11-3, item 19, change enter payroll signature to read sign their first name, middle initial, and last name.</p> <p>j. Page C-1, Appendix C, change CDR US MACTHAI to read Chief JUSMAG THAI.</p> <p>k. Page D-1, Appendix D, delete DA Pam 672-2.</p> <p>3. File this change sheet in front of the publication for reference purposes.</p>											
DISTR:											
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS					
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE											
SIGNATURE											
SECURITY CLASSIFICATION UNCLASSIFIED						DATE TIME GROUP					

6
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AR 600-10

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<p>FROM: CDR TAGCEN WASH DC//DAAG-PEC</p> <p>TO: TO ALL HOLDERS OF ID COPIES OF <u>AR 600-10</u></p> <p>UNCLAS</p> <p>SUBJECT: Interim Change to AR 600-10, The Army Casualty System</p> <p>1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 600-10, in accordance with DA Form 12 - 9A block</p> <p>2. This change corrects errors noted in the regulation, further clarifies or changes procedures as required to facilitate casualty administration.</p> <p>3. The following changes will be made in pen and ink:</p> <p>a. Page 3-8, Table 3-3, in item 08 insert a comma after the word "Retired" in the instructions.</p> <p>b. Page 9-1, para 9-3d(3), delete the remainder of the sentence after the word "schedule".</p> <p>c. Page 10-2, para 10-9a(4) is superseded.</p> <p>d. Page 10-2, para 10-10(2)(b) is superseded.</p> <p>e. Page 11-1, para 11-2, add subparagraph e as follows:</p> <p>e. Army activities preparing the forms may require the servicemember to present documentary evidence to support marriage, divorce, birth of dependent or</p>									
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<p>adoption of a dependent when changing an item of such significance.</p> <p>f. Page 11-3, Table 11-1, in the last column third line from bottom, change VA Form 24-8286 to read VA Form 29-8286.</p> <p>g. Page 11-4, Table 11-1, in the last column, change DAAG-PES to read DAAG-PEC.</p> <p>h. Page B-7, add to Ft. Stewart responsibility as follows: South Carolina counties of Beaufort and Jasper.</p> <p>4. File this change sheet in front of the publication for reference purposes.</p>											
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J/S AR 600-10 CH 2

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<p>FROM: CDR TAGCEN WASH DC//DAAG-PEC//</p> <p>TO: ALL HOLDERS OF ID COPIES OF <u>AR 600-10</u></p> <p>INFO: HQDA WASH DC//DAAG-PAP//</p> <p style="text-align: right;">3-7-78</p> <p>UNCLAS</p> <p>SUBJECT: Interim Change 1-1 to AR 600-10, The Army Casualty System</p> <p>1. This interim change is being distributed through the publications pinpoint distribution system to all holders of AR 600-10 in accordance with DA Form 12-9A.</p> <p>2. The purpose of this change is to announce new procedures pertaining to the utilization of selected senior non-commissioned officers as survivor assistance officers (SAO's) in specified instances.</p> <p>3. AR 600-10, page 7-4, paragraph 7-9a is superseded as follows:</p> <p style="padding-left: 40px;">a. Appoint a survivor's assistance officer (SAO) from assigned personnel. A person appointed as an SAO must be competent, dependable, and sympathetic. Every effort will be made to assure that the SAO speaks the same language as the NOK. Personnel used in the personal notification system (para 5-6) may also be used as an SAO, except that those personnel listed in paragraphs 5-6a(2), 5-6a(3) and 5-6a(4) will not be used. Selected senior non-commissioned officers, with the exception of those assigned duties as "on production" recruiters and guidance counsellors (this does not include career counsellors), may be utilized as SAO's for NOK of enlisted retiree deaths and those active duty enlisted deaths when there is no surviving spouse.</p> <p>4. Senior NCO's will not be utilized as SAO's for enlisted active duty deaths when there is a surviving spouse. In order to assist the surviving spouse of an active duty death in accomplishing death gratuity payment, SAO's are appointed as class A agents to the appropriate finance and accounting office (FAO). Title 10, USC provides for the appointment of officers and warrant officers as agent officers. However, there is no authority for the appointment of either a civilian employee or enlisted member as an agent officer.</p>									
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CHAPTER 1 GENERAL

1-1. Purpose. This regulation establishes policies and outlines responsibilities and procedures for the efficient operation of the Army casualty system.

1-2. Applicability. The Army casualty system applies to those personnel for whom the Army has assumed responsibility. The extent to which this regulation applies depends upon the status and location of the individual at the time he or she becomes a casualty.

a. This regulation specifically applies to—

(1) The following military personnel:

(a) Members on active duty of the Regular Army (RA), Army of the United States (AUS), and Army National Guard of the United States (ARNGUS), and members of the US Army Reserve (USAR) on active duty, extended active duty, active duty for training, or full-time training duty.

(b) Members en route to, from, and participating in annual training (AT), active duty for training (ADT), or scheduled inactive (Reserve) duty training (IDT).

(c) Members en route to, from, or at a place for final acceptance by or entry on active duty with the Army.

(d) US Military Academy (USMA) and Reserve Officers' Training Corps (ROTC) cadets.

(e) Members of other US Armed Forces.

(f) A prior Army member who dies within 120 days after his/her separation or discharge will be reported upon receipt of information or upon request by HQDA.

(g) Members of the ARNG and USAR who are not in a status shown in (a) through (c) above (except USAR general officers) will be reported in accordance with the provisions of chapter 9 (USAR) or chapter 10 (ARNG).

(2) Retired Army members:

(a) Those members who die within 120 days after being retired from active service or

for disability, or after being placed on the Temporary Disability Retired List will be reported to HQDA.

(b) All other members (except general officers) who are retired and are receiving pay, including those retired at age 60 with 20 years' qualifying service (Title III), will be reported to the Commander, US Army Reserve Components Personnel and Administration Center (RCPAC), 9700 Page Boulevard, St. Louis, MO 63132, with information copy furnished HQDA (DAAG-PEC) WASH DC 20314.

(3) US civilians outside CONUS, both appropriated and nonappropriated fund employees of Department of the Army; contract field technicians; visiting dignitaries; and representatives of Department of the Army-sponsored organizations, such as the American Red Cross, the United Services Organization, and banking facilities. This category may also include those citizens for whom local State Department officials have requested the oversea command to assume casualty reporting responsibilities and contract representatives of the Veterans Administration and the Department of Labor.

(4) Dependents located with their sponsor overseas and those dependents who die in CONUS when the sponsor is overseas ((1) and (3) above). A next of kin who is not a dependent but is visiting a sponsor overseas at the time of death may be reported upon request of the sponsor to the local command.

(5) Foreign nationals, both military and other officials, performing full-time duty with the US Army or in the United States under the auspices of the Army as students or on orientation tours. Those personnel of allied nations who are patients in, or for whom administrative responsibility has been assumed by, any US Army medical treatment facility

(MTF) will be reported as appropriate (AR 40-2).

b. The reporting requirements of this regulation do not apply to Army members attached to another service of the Armed Forces. Those members will be reported by that service under its regulation.

c. The provisions of this regulation do not apply to prisoners of war (PW) who are under US Army control. Such PWs are covered in AR 633-50.

1-3. Reports control exemption. The reports, notifications, and verifications prescribed in this regulation are exempt from reports control action under the provisions of paragraph 7-2h, AR 335-15.

1-4. Release of information. Guidelines regarding public release of casualty information are contained in AR 360-5.

1-5. Casualty-related terms. a. Except as noted below, all casualty-related terms appearing in this regulation are as defined in AR 310-25.

b. The following terms have special meaning within this regulation:

(1) *Presumptive finding of death (PFOD)*. A finding made by The Adjutant General, under the Missing Persons Act (chap. 10, title 37, U.S.C), when the circumstances surrounding the disappearance of an Army member plus the expiration of at least 1 year lead to the logical conclusion that the member is no longer alive, although the available evidence may be insufficient to establish the date on which the member died.

(2) *Next of kin (NOK)*. An individual's nearest relative(s) in the following line of succession:

(a) Spouse.

(b) Sons or daughters in the order of seniority.

(c) Oldest parent unless legal custody was granted to another person by reason of a court decree or statutory provision.

(d) That blood or adoptive relative of the individual who was granted legal custody of the individual by reason of a court decree or statutory provision.

(e) Brothers or sisters in the order of seniority.

(f) Oldest grandparent.

(g) Other relatives in order of relationship to the individual in accordance with the laws of the deceased's domicile.

(h) Person in loco parentis.

(3) *Primary next of kin (PNOK)*. The legal next of kin. That person of any age most closely related to the individual according to the line of succession shown in (2) above. Seniority, as determined by age, will control when the persons are of equal relationship.

(4) *Adult next of kin (ANOK)*. That adult highest in the line of succession shown in (2) above, except that a spouse who is a minor will be considered the adult next of kin.

(5) *Secondary next of kin (SNOK)*. Any next of kin other than the primary next of kin.

(6) *Missing person*. Any person who is declared to be in one of the categories established by the Missing Persons Act; i.e., beleaguered, besieged, captured, detained, interned, missing, or missing in action.

(7) *Casualty area commander (CAC)*. The commander assigned responsibility for the area in which the casualty occurs in CONUS. Areas of responsibility are contained in AR 5-9. (See app B of this regulation for areas of responsibility.)

(8) *Major oversea commander*. The commander assigned responsibility for the area in which the casualty occurs overseas. Areas of responsibility are contained in appendix C.

(9) *HQDA*. For the purpose of this regulation HQDA means Personal Affairs Directorate, HQDA (DAAG-PEC), Wash DC 20314.

1-6. Determination of date of death. When all available evidence does not establish the actual date of death, the latest date on which death can reasonably be presumed to have occurred will be selected as the date of death. Consequently, when it is established that death occurred during a specific month but there is insufficient evidence to establish the actual date of death, the last day of the month will normally be selected as the date of death. However, when the individual was absent with authority at the time of disappearance and there is no evidence of unauthorized ab-

CHAPTER 2

CASUALTY REPORTING SYSTEM

Section I. GENERAL

2-1. Principles of reporting. The casualty report is the basis for providing information concerning a casualty incident to the next of kin. The report should be complete, accurate, and timely. Actual preparation of the report is discussed in chapter 3.

2-2. Types of casualty reports. The casualty reporting system provides for four different

types of casualty reports. There is a fifth category which, although not technically a casualty report, is essential to the efficient operation of the Army casualty system. This category is a health and welfare report on personnel assigned to hostile areas. Sections II through V of this chapter describe the uses of these different reports.

Section II. INITIAL REPORTS AND STATUS CHANGE REPORTS

2-3. General. *a.* The initial (INIT) casualty report is the first report submitted on an individual involved in any single casualty episode. Initially, its purpose is to enter a reportable person into the casualty reporting system for *each* casualty episode.

b. The status change (STACH) casualty report is a report which indicates that the casualty status of a previously reported individual has changed from one major category of casualty to another (para 2-4b).

2-4. When to submit initial and status change reports. *a.* Table 2-1 indicates when an initial report is required for a particular casualty incident.

b. Status change reports will be submitted only when a reported individual's status changes from:

- (1) Missing to dead.
- (2) Missing to returned to military control.
- (3) Wounded, injured, or ill to dead.
- (4) Wounded, injured, or ill (hospital care not required) to any category in which hospital care is required.

2-5. Reporting a person as dead. *a.* A person will be reported as dead only when—

(1) Remains have been recovered which have been positively identified as those of the individual in question.

(2) Remains have been recovered which, while not positively identified, are believed to be those of the individual in question based on the following circumstances—

(*a*) The reported individual can be established without question as having been involved in the casualty incident; and,

(*b*) There were no known, suspected, or possible survivors of the incident.

(3) Remains have not been recovered, but conclusive evidence of death exists ((2) (*a*) and (*b*) above apply). While death reports may follow an approved action of a Missing Persons Board of Inquiry (chap. 8), situations do occur where reasonably conclusive evidence of death exists at the time of the casualty event, or shortly thereafter. When the death report is not based on a Missing Persons Board of Inquiry, the commander exercising general court-martial authority will, within 48 hours after submission of the death report, appoint an officer to obtain statements from witnesses.

ses having knowledge of the casualty event. The appointed officer will document the facts and circumstances surrounding both the death of the individual and the nonrecovery of his remains. Statements and information obtained, together with a narrative summary prepared by the appointed officer, will be forwarded through casualty reporting channels to HQDA so as to arrive within 30 days after the submission of the death report.

b. Oversea infant or fetal deaths will be reported only in cases where medical authorities have issued a death certificate. CONUS infant or fetal deaths will be reported only if sponsor desires HQDA to make notification overseas or if the sponsor is stationed in an overseas command.

2-6. Reporting a person as undetermined. a. When the commander, subsequent to a casualty event, is uncertain as to the status of an individual, the commander will report the person's status as "unknown." This designation will only be used prior to determination by a Missing Persons Board and approval of the determination by HQDA.

b. When an individual's status is uncertain and whereabouts are unknown, the individual will be reported as "unknown-supp will follow." The purpose of this is to permit sufficient time for the responsible commander to investigate the facts available regarding the status of a service member. It is an interim status and is in no way intended to eliminate any requirement for reporting a service member as a casualty. Prior to submitting a casualty report using this category, reporting commanders will telephonically coordinate the case with HQDA.

2-7. Reporting a person as missing. a. A person will be reported as missing when his whereabouts and status are uncertain and his absence appears to be involuntary. Prompt reporting that an individual is missing is essential. Initial reports will not be delayed for any reason. Such reports will give sufficient details to support reporting the individual as missing.

b. An individual reported as a missing per-

son will be further categorized as one of the following:

- (1) Missing.
- (2) Missing in action.
- (3) Interned.
- (4) Captured.
- (5) Beleaguered.
- (6) Besieged.
- (7) Detained.

c. Once a person has been reported as missing, certain supplemental reports (sec III) will be required.

2-8. Reporting a change in status of missing person. Because of the emotional impact upon the NOK resulting from a change in the status of a missing person (whether the member is returned to military control or his status is changed to dead or captured), commanders at all levels will insure that complete, detailed, and accurate information is furnished as soon as possible in a status-change report. These reports will be passed telephonically, unless some other method is faster, with confirmation by electrical message.

2-9. Reporting a person as wounded, injured, or ill. a. An individual reported as wounded, injured, or ill will be further identified in one of the categories listed below by medical authorities. Medical facility commanders will establish procedures to identify all patients promptly as:

- (1) Very seriously wounded, injured, or ill (VSI).
- (2) Seriously wounded, injured, or ill (SI).
- (3) Special Category (SPECAT) patient.
- (4) Not SI; hospital care required.
- (5) Not SI; hospital care not required. If an individual is placed in this category as the result of a battle wound or injury, it must be indicated whether he was:

(a) Treated and held at a medical facility (for less than 24 hours).

(b) Treated and returned to duty.

b. SPECAT reporting (AR 40-2) pertains to certain patients whose next of kin need to be provided with information regarding their condition even though they are not classified as VSI or SI. These are persons who:

(1) Have sustained a severe injury, such as loss of sight or limb.

(2) Have sustained a permanent and unsightly disfigurement of a portion of the body normally exposed to public view.

(3) Are suffering from an incurable, fatal disease and have limited life expectancy.

(4) Have an established psychotic condition.

(5) May require extensive medical treatment and hospitalization.

(6) Are being released from the service under the provisions of AR 635-40 for a psychiatric condition, when such notification is deemed appropriate by the medical officer and written permission of the patient is obtained, provided the patient is capable of de-

ciding whether or not he/she wishes to give written permission.

(7) Are paralyzed.

(8) Are not classified as VSI or SI but, due to medical condition, are unable to communicate with their next of kin (i.e., patient is comatose). Personnel in this category will be reported only if the PNOK is not located in the immediate area of the patient.

c. When the individual being reported has sustained a head wound or injury, the extent of eye and brain damage will be included in the casualty report. If there is no eye or brain damage, or if the extent of such damage cannot be determined, this will be indicated in the report.

Section III. SUPPLEMENTAL REPORTS

2-10. General. Supplemental reports are used to provide additional information to an initial report or to correct information previously submitted.

2-11. Missing persons. Supplemental reports will be submitted at the following specific intervals after submission of the initial report on an individual reported as a missing person:

a. Within 48 hours, give latest details of the

case, to include actions taken to locate the missing person.

b. On the sixth day, give a complete summary of all actions taken to date to locate the missing person.

c. On the 36th day, furnish a summary of information developed within that time, including information generated by the board of inquiry (chap. 8).

Section IV. PROGRESS REPORTS

2-12. General. Progress (PROG) reports are used to report the medical progress of hospitalized wounded, injured, or ill personnel in a VSI, SI, or SPECAT category. In most cases when military personnel become casualties, the NOK is located at some considerable distance from the individual, particularly during the early, and usually the most critical, period of his medical attention. As a result, the NOK is unable to obtain information regarding the patient's status through their own resources. The progress reporting system is designed to furnish the NOK with information which they would normally acquire if they were physically present at the medical facility. Note that when the presence of the NOK overseas is considered necessary to the recovery of a VSI

patient, HQDA may issue an invitational travel order (ITO). (See para 7-6 for details.)

2-13. When required. a. When there are NOK to be notified who are not present with the VSI, SI or SPECAT patient, progress reports will be furnished at 5-day intervals. Progress reports will also be made when, because of the incident or the individual involved, greater concern on the part of the press or the DA Staff can be expected (sec I, chap. 4). When the patient is in a CONUS hospital and the PNOK (normally spouse) is present and the SNOK (normally parents) are also in CONUS, additional notification is not required unless there is an indication that NOK are not being notified of the patient's progress.

b. Additional reports will be furnished immediately—

(1) When the patient is evacuated to another hospital while outside of CONUS or evacuated to CONUS from a hospital outside of CONUS. The report will contain only information regarding date of evacuation and destination, unless a regular progress report is required.

(2) When the patient arrives at a new hospital after evacuation involving a major movement (e.g., Korea to Japan). Reports submitted under these circumstances will include a complete admitting diagnosis.

(3) When a change occurs in the patient's status as to VSI or SI.

(4) When requested by HQDA.

2-14. Termination of reporting requirements. Progress reports will be terminated as indicated below:

a. *VSI and SI patients.* Upon removal of the patient's name from the VSI or SI list.

b. *SPECAT patients.*

(1) For individuals located in CONUS, after the third report, providing the patient is capable of rationally communicating with his NOK.

(2) For individuals located outside of CONUS who have suffered some permanent impairment (e.g., loss of a major extremity), only at such a time as the individual is evacuated to CONUS or to another overseas area where the NOK is located.

(3) For individuals located outside of

CONUS who have sustained some temporary impairment (e.g., burns), after the third report, providing the temporary limitation no longer exists and the patient is capable of communicating with his NOK.

c. *Special interest cases.* Progress reports may be terminated after the third report, unless otherwise indicated by HQDA.

2-15. Content of reports. a. *Control.* Each report will deal with only one patient and will be sequentially numbered for control purposes.

b. *Details.* Reporting commands will insure that all relevant details concerning the health, well-being, and medical progress of patients are included. As a minimum, information concerning the condition; prognosis; morale; current and anticipated treatments, to include operations; additional and terminated diagnosis; anticipated period of hospitalization; or evacuation to either CONUS or another overseas hospital. In addition, any information that might reduce the anxiety of the NOK, such as state of consciousness, degree of alertness, whether the individual is taking nourishment, whether the patient is ambulatory, diet (intravenous, regular), and status (i.e., remains VSI), will be included. If an ITO to NOK (para 7-6) has been issued, each report will indicate that the NOK is or is not in the command. Departure of NOK from the command will also be reported.

c. *Final reports.* These reports will be clearly identified.

Section V. HEALTH AND WELFARE REPORTS

2-16. General. a. Most health and welfare reports are generated at the request of the NOK as a result of the individual having—

(1) Become a casualty, but not having been injured severely enough for the NOK to have been notified.

(2) Been hospitalized or medically evacuated.

(3) Been the subject of a hoax.

b. All requests for a health and welfare report which are not casualty-related will be referred to Personnel Actions Branch, MIL-

PERCEN (HQDA (DAPC-PAP-EP), Alexandria, VA 22332).

2-17. Health and welfare reports, hostile areas (STATREP). a. All inquiries regarding the health and welfare of personnel who are located in hostile areas or who have been evacuated to a nonhostile area as a result of service in a hostile area will be referred to HQDA. This restriction is intended to eliminate multiple inquiries when the information requested is readily available in HQDA; it is

CHAPTER 3

PREPARATION OF CASUALTY REPORTS

3-1. General. This chapter outlines the basic procedures to insure standard, timely, and accurate preparation of casualty reports.

3-2. Addresses for casualty reports. See table 3-1.

3-3. Security classification. *a.* Casualty matters are assigned the protective marking of "FOR OFFICIAL USE ONLY" in accordance with AR 360-5. After verification that the NOK has been notified, these markings may be removed. A case on a missing individual will continue to be marked FOUO until the individual is returned to military control or until the individual's status is changed to deceased.

b. In some cases, certain information necessary to complete the casualty report may be classified. In such cases, the following procedure will apply:

(1) An initial report containing the unclassified basic data will be prepared and dispatched with the protective marking "FOR OFFICIAL USE ONLY".

(2) Each item that required a classified entry will contain the comment: "CLASS-SUPP REPT FOLLOWS."

(3) An appropriately classified supplemental report will be prepared and dispatched.

3-4. Dispatch of reports. *a.* Casualty reports will normally be sent by electrical means unless circumstances dictate otherwise (chap. 4).

b. Casualty messages processed through military communications facilities to or from overseas destinations will be assigned an "IMMEDIATE" precedence. Messages originating from a CONUS CAC to HQDA will be assigned a "PRIORITY" precedence, ex-

cept when HQDA is requested to make notification; in those instances, the "IMMEDIATE" precedence will be used.

c. In the event of Condition MINIMIZE, data will continue to be transmitted via electrical means or by telephone.

3-5. Report of delivery. Military communications facilities transmitting a casualty message will request a report of delivery from HQDA using the "Z" signal. Messages not acknowledged within 24 hours after dispatch will be retransmitted at the same time they are being traced by the originator.

3-6. Casualty report codes. Codes to be used in the casualty report, along with their meanings, are listed in table 3-2.

3-7. Casualty report items. There are 73 possible items of information involved in casualty reporting. Table 3-3 lists instructions for completing these items. Casualty report items 38 through 52 will be emphasized for accuracy and full disclosure. Information contained in these items will be provided the NOK and therefore must be stressed so as to enable NOK to be informed of the facts surrounding the service member's death.

a. Not all of these items will be necessary for a particular casualty report. To determine which items are required, refer to table 3-4.

b. If an item is required by table 3-4 for a particular report and the information is—

(1) Negative (NO or NONE), an entry indicating that fact is necessary.

(2) Classified, the procedure in paragraph 3-3 will be followed.

(3) Unknown, indicate (UNK SUPP to follow).

c. If an item is not required, the item and the item number will be skipped.

3-8. Format of reports. A standard subject line, "SUBJ: CASUALTY REPORT", will be included in each report. Sample reports showing the correct format are shown in figures 3-1 through 3-4. These samples are included only to show the format of the report and will NOT be used to determine which items are necessary for a particular report.

3-9. Preparation of the report when the individual is away from the station of assignment. When an individual becomes a casualty while away from the permanent station of assignment (e.g., individual is on leave), the commander in whose area the casualty occurs is responsible for providing the responsible reporting commander with information on which to prepare a casualty report. The reporting commander is then responsible for submission of the casualty report. Since the reporting commander may not be able to supply all the required items of information, the following applies:

a. A casualty report containing the items of information available to the reporting commander will be submitted to the normal addressees, to the CAC or major oversea commander having responsibility for the area in which the individual's permanent station is located, and to the commander of the individual's permanent station.

b. Upon receipt of the casualty report, the commander of the individual's permanent station will obtain personal data which were not available to the reporting commander and provide data to the responsible reporting commander who will submit a supplemental report to the original addressees and the reporting commander who submitted the initial report.

c. The reporting commander preparing the initial casualty report will monitor the case to insure that a supplemental report is submitted.

3-10. Casualty reporting for other US Armed Forces. When an individual becomes a casualty and the sponsoring service is not nearby,

the commander who would submit a report for Army personnel will handle the initial reporting. The format for these reports is the same as for normal reports; however, the title of each item will be included since the other service may not have a copy of this regulation. The reports will be addressed as follows and HQDA will be included as an information addressee.

Service	Address
US Air Force	AF MPC/DPMC Randolph, AFB, TX AF/DPE WASH, DC
US Navy	CH NAV PERS WASH DC//PERS 732
US Marine Corps	Commandant, Marine Corps WASH DC (MSPA-I)
US Coast Guard	Commandant, US Coast Guard WASH DC//G-PS

3-11. Reporting for allied governments and reporting foreign national students. a. In CONUS.

(1) When personnel of an allied government become casualties, the commander in whose area the casualty occurs will provide the responsible reporting commander with information on which to prepare a casualty report. The reporting commander will submit a report to HQDA. This information will then be relayed to the Assistant Chief of Staff for Intelligence. In addition, when a foreign national student who is the responsibility of DA dies or becomes missing in CONUS, the responsible CAC will furnish a telephonic report to the Deputy Chief of Staff for Operations and Plans, in accordance with AR 550-50. The addressees for these reports are shown in table 3-1; the format is the same as that for normal reports.

(2) When representatives of the person's government are located near the installation or medical facility, the local commander will personally notify these representatives.

b. Outside CONUS.

(1) The US Army medical treatment facility commander will notify appropriate national authorities located near the facility and will furnish a report to the commander of the US Army element of the joint or unified command when personnel of armed forces of allied nations are patients and are affected by any one of the following:

(a) Placed on or removed from the VSI or SI list.

(b) Loss of hand, foot, limb, or eye.

(c) Death.

(2) Commanders of US Army elements of joint or unified commands will maintain a current list of authorities of allied nations who are to be notified of casualties and will report casualties to the proper authorities. There is no fixed format for such reports.

(3) The NATO agreement implemented by this paragraph is STANAG 2132.

3-12. Casualty reports on nonmilitary personnel residing overseas. Major overseas commanders (except Hawaii, Alaska, and Puerto Rico) will provide copies of all initial casualty reports (death only) to the nearest American embassy or consulate for those personnel listed in paragraph 1-2a(2)-(4), their dependents, and the dependents of active duty personnel.

TABLE 3-1
ADDRESSEES FOR CASUALTY REPORTS

TABLE 3-1
ADDRESSEES FOR CASUALTY REPORTS

		ACTION				INFORMATION 1/											
CATEGORY OF PERSON	CASUALTY STATUS	DA WASHDC//DAAG-PEC//	CDR USARPAC STL MO	Commander of Casualty Area in which NOK resides 2/	DA WASHDC//DAMO-SSO//	DA WASHDC//DAAG-ZA//	DA WASHDC//DAAG-PED//	CDR USAFAC FT BENJAMIN HARRISON IN//FINCM-BB//	CDR USAFAC FT BENJAMIN HARRISON IN//FINCS-A//	CDR USARPAC STL MO	Other info addressees req by reporting command	DA WASHDC//DAMI-ZA//	DIA 6-c, WASHDC	DA WASHDC//DACS//	DA WASHDC//DAPE//	CDR USAAVS FT RUCKER AL//ICAR-D//	DA WASHDC//DAAG-PEC//
All reportable persons 3/	Wounded, injured, or ill	X 11/									X 4/			X 8/	X 8/		
All reportable persons EXCEPT US Army retired, separated, or discharged 3/	Dead, missing, or re- turned to military control	X		X	X 5/	X	X		X		X 4/	X 6/	X 6/	X 9/	X 10/	X	
Retired general officers	Dead	X		X		X	X	X		X	X			X	X		
Retired, separated, or discharged person who dies within 120 days after retirement, sepa- ration, or discharge (includes persons on TDRL)	Dead	X		X		X 7/	X	X		X	X						
All other retired persons (includes persons on TDRL)	Dead		X	X		X 7/	X	X			X						X 4/

- 1/ Information addressees will not accomplish any notification action solely on the basis of casualty report.
- 2/ This addressee will be included ONLY for casualties occurring in CONUS.
- 3/ For individuals who become casualties while away from their permanent station, the Casualty Area or major oversea commander having jurisdiction over the unit of assignment will be an information addressee (para 3-9). For those individuals who become casualties while en route PCS, the Casualty Area or major oversea commander having jurisdiction over the new unit of assignment will also be an information addressee.

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ADDRESSEES FOR CASUALTY REPORTS (Continued)

- 4/ The State Adjutant General will be an information addressee on all casualty reports pertaining to ARNG personnel of that State.
- 5/ To be included ONLY for foreign national students who become casualties in CONUS (para 3-11).
- 6/ To be included ONLY for missing (PUNCH, DELAY, VIGOR, BLEAK, INERT, TARRY, STRAY) or returned to military control (BRICK).
- 7/ To be included ONLY for persons on TDRL. When included it will contain "For: DAAG-PEC."
- 8/ To be included ONLY for general officer casualties.
- 9/ To be included on initial reports only for O-6's and above.
- 10/ To be included on all initial reports; supplemental reports on general officers ONLY.
- 11/ To be included ONLY if notification by HQDA is required(Chapter 5) or if the casualty is the result of hostile action.

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Table 3-2. Codes To Be Used in Casualty Reports

Line		Code
1.	Type of Report	
	Initial report	INIT
	Status change report	STACH
	Supplemental report	SUPP
	Progress report	PROG
3.	Casualty status	
	Died before reaching a medical facility	ETHER
	Died after reaching a medical facility	HINGE
	Died as a result of injuries or illness while participating in training activities	COACH
	Captured by a hostile force	DELAY
	Missing in action	PUNCH
	Detained in a foreign country	TARRY
	Unknown	UNDET
	Interned in a foreign country	INERT
	Besieged by a hostile force	VIGOR
	Beleaguered by a hostile force	BLEAK
	Missing nonbattle	STRAY
	Returned to US military control from a prior status of battle missing (DELAY, VIGOR, BLEAK, INERT, OR PUNCH)	BRICK
	Returned to US military control from a prior status of nonbattle missing (STRAY or TARRY)	TRACE
	Very seriously wounded, injured, or ill	SMITE
	Seriously wounded, injured, or ill	GAVEL
	Special category patient	DRIVE
	Not seriously wounded, injured, or ill; hospital care required	FRIAR
	Not seriously wounded, injured, or ill; treated at a medical facility and returned to duty within 24 hours	ABBOT
	Not seriously wounded, injured, or ill; treated and returned to duty	VICAR
38, 39, 40.	Vehicular data	
	Type of vehicle	
	Ground vehicle	WHEEL
	Watercraft	WATER
	Fixed wing aircraft	FIXED
	Rotary wing aircraft	ROTOR
	Unable to classify (explain following code word)	UNCLAS
	More than one type involved (list each following code word)	MULTI
	No vehicular involvement	NONE
	Ownership of vehicle	
	Commercial	COML
	Contract (Government contract)	CONTR
	US Government-owned (includes military vehicle)	USGOVT
	Private	POV
	Other (specify following code word)	OTHER
	Multiple ownership (list following code word)	MULTI
47.	Inflicting force	
	Enemy	ENEMY
	Allied	AMIGO
	United States forces	BUDDY
	Other (specify following code word)	OTHER
52.	Notification of progress	
	Making normal improvement	AGATE
	Convalescing	BIBLE
	Not making normal improvement	CRIMP
	Condition remains the same	STALE
	Seriously ill (not SI or VSI last report)	RISKY
	Complication classified as serious after battle wound	RHINO
	Sinking rapidly	ROGUE

Table 3-2. Codes To Be Used in Casualty Reports—Continued

<i>Line</i>		<i>Code</i>
	Removed from SI list and not placed on VSI list	WRITE
	Released from hospital	ERECT
	SI (previously VSI)	PROVE
	VSI (previously SI)	IMPEL
	SI or VSI and evacuated or transferred (enter date and place to which evacuated following code word)	BROKE
	Removed from VSI or SI list and will be evacuated to the United States	SCRAM
	Evacuated to the United States (enter date following code word)	EVENT
56.	Types of additional pay	
	Incentive pay, parachute	PUMAS
	Incentive pay, demolition	DEMON
	Incentive pay, aerial flight (crewmember)	ANGLE
	Incentive pay, aerial flight (non-crewmember)	FAULT
	Special pay, foreign or sea duty	FORGE
	Special pay, Medical, Dental, or Veterinary Corps officer	MEDIC
	Special pay, diving duty	DIVER
	Special pay, proficiency	PROOF
	Hostile fire pay	POWER
	Multiple (show types following code word)	MULTI
	Incentive or special pay, other (specify following code word)	GLOBE
67.	Payment of death gratuity	
	The reporting command has possession of the decedent's personal financial record (PFR) and death gratuity will be paid by the finance and accounting officer directly to the surviving lawful spouse	WILLPAY
	The reporting command has possession of the decedent's PFR and payment of the death gratuity to the lawful spouse is authorized. However, direct payment by the reporting command is not practical due to the location of the spouse	PAYAUTH
	The reporting command has possession of the decedent's PFR and there is no known surviving spouse	NOSPOUSE
	The reporting command does not have possession of the decedent's PFR	NOPFR
	Other (specify following code word)	OTHER
68.	Line of duty status	
	Investigation required	DOUBT
	No investigation required	DANDY
72.	Status of remains	
	Next of kin has custody of remains and is arranging disposition	RAVEN
	Remains individually identified and will be shipped to the United States, disposition will be accomplished as directed by the next of kin	READY
	Remains individually identified and will be interred in an overseas cemetery	COVER
	Remains have been recovered with others. They are not individually identifiable and will be shipped to the United States or if in the United States, to a national cemetery as directed by the appropriate authority	UNITE
	Remains have been recovered with others. They are not individually identifiable and will be interred in an overseas cemetery in a group burial	AUGUR
	Remains have been recovered which are believed to be those of the individual in question. The remains are pending individual identification	DETER
	Remains not recovered	RENOR

Table 3-3. Instructions for Completing Casualty Report Items

<i>Item</i>	<i>Title</i>	<i>Instructions</i>
01.	Type of report	Enter the proper code for the type of report being prepared (table 3-2).
02.	Type of casualty	Enter BATTLE, NONBATTLE, or UNK, as appropriate.
03.	Casualty status	Enter the code from table 3-2 which reflects the current casualty status of the individual.
04.	Report number	a. <i>INIT and STACH reports.</i> Each agency submitting reports to DA will establish on a calendar year basis, a sequential numbering system for initial and status change reports. Enter the current number in this item.

Table 3-3. Instructions for Completing Casualty Report Items—Continued

Item	Title	Instructions
		<p>b. <i>SUPP reports.</i> Enter the number of SUPP reports (including this one) submitted on this individual. For example, if this was the fifth supplemental report to the initial report submitted on this individual, the correct entry would be 5.</p> <p>c. <i>PROG reports.</i> Enter the number of PROG reports submitted on this individual, including this one, in the same manner as for SUPP reports.</p>
05.	Previous casualty status	Enter the code which was contained in item 03 of the INIT report submitted on this individual.
06.	Previous report number	Enter the report number contained in item 04 of the INIT report submitted on this individual.
07.	Reporting unit identification	Enter the command, agency, etc., submitting the report followed by that unit's identification code (UIC), if applicable.
08.	Category of individual	Enter MILITARY, CIVILIAN, RETIRED DEPENDENT, or FGN NATL, as appropriate.
09.	SSN/ and ASN if any	Enter the reported individual's SSN and repeat it. If the individual has no SSN, or if the SSN is unknown, so state. Add ASN if any and repeat it.
10.	Name/Name	Enter the reported individual's last name, first name, and middle name and repeat it.
11.	Sex	Enter the reported individual's sex.
12.	Race	Enter the reported individual's race (i.e., CAU for Caucasian, MON for Mongolian, MAL for Malaysian, IND for American Indian, and NEG for Negro).
13.	Date of birth and place of birth (city and State)	Enter the reported individual's date of birth using two positions for year, two positions for month, and two positions for day (751231).
14.	Citizenship	Enter the reported individual's country of citizenship. Do not use abbreviations.
15.	Grade and rank	Enter the appropriate code; if not applicable, omit.
16.	Component	Enter the reported individual's component, using RA, USAR, AUS, or ARNGUS.
17.	Organization and station of assignment	Enter the reported individual's organization down to company level, followed by the UIC of the unit, if applicable.
18.	Duty MOS	Enter the reported individual's duty MOS. This entry will consist of a total of five digits in all cases (enlisted personnel). If the individual does not have a special qualification identifier, enter a "0" (zero) in the position normally occupied by the identifier. For officers enter the OPMS Specialty Skill Identifier.
19.	Date commenced tour	Enter the date the individual commenced his tour in a hostile fire zone or an area authorized overseas pay using the format shown in item 13. If the individual was serving on an extension of a normal tour, the date should be followed by an X (i.e., 720120X).
20.	Branch of service	Enter the appropriate branch code.
21.	Source of commission	Enter USMA, ROTC, OCS, or OTHER. If the entry is OTHER, show source of commission following code.
22.	Rank/grade of sponsor	Enter the rank/grade code of the sponsor; if not applicable, omit.
23.	Name of sponsor	Enter the last name, first name, and middle name of the sponsor.
24.	Relationship of casualty to sponsor	Enter the relationship of the casualty to the sponsor.
25.	SSN of sponsor	Enter the SSN of sponsor.
26.	Organization of the sponsor	Enter the organization of the sponsor. NO UIC is necessary.
27.	Date of retirement	Enter the date of retirement, using the format shown in item 13.

Table 3-3. Instructions for Completing Casualty Report Items—Continued

report other individuals involved in the same incident; to advise whether the remains are pending positive individual identification, etc. (For dependents, indicate if sponsor desires notification or nonnotification.)

Table 3-4. Items to be Included in Casualty Reports

ITEM NUMBER AND TITLE	INITIAL									STATUS CHANGE				1/ PROG	1/ SUPP	
	MILITARY			CIVILIAN			RET	DEPENDENT			WND TO	MISS TO	RMC	NON TO		
	DEAD	MISS	WND	DEAD	MISS	WND	DEAD	DEAD	MISS	WND	DEAD	DEAD		HOSP		
01 TYPE OF REPORT	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02 TYPE OF CASUALTY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03 CASUALTY STATUS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04 REPORT NUMBER	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05 PREVIOUS CASUALTY STATUS											X	X	X	X	X	X
06 INITIAL REPORT NUMBER											X	X	X	X	X	X
07 REPORTING UNIT IDENTIFICATION	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08 CATEGORY OF INDIVIDUAL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09 SSN (AND ASN, IF ANY)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10 NAME	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11 SEX	X	X	X	X	X	X	X	X	X	X						
12 RACE	X	X	X	X	X	X	X	X	X	X						
13 DATE OF BIRTH AND PLACE OF BIRTH	X	X	X	X	X	X	X	X	X	X						
14 CITIZENSHIP	X	X	X	X	X	X		X	X	X						
15 GRADE AND RANK	X	X	X	X	X	X	X									
16 COMPONENT	X	X	X				X									
17 ORGANIZATION AND STATION OF ASG	X	X	X	X	X	X										
18 DUTY MOS	X	X	X													
19 DATE COMMENCED TOUR 2/	X	X	X													
20 BRANCH OF SERVICE 3/	X	X	X													
21 SOURCE OF COMMISSION 3/	X	X	X													
22 RANK AND GRADE OF SPONSOR								X	X	X	X4/	X4/	X4/	X4/		
23 NAME OF SPONSOR								X	X	X	X4/	X4/	X4/	X4/		
24 RELATION OF CAS TO SPONSOR								X	X	X	X4/	X4/	X4/	X4/		
25 SSN OF SPONSOR								X	X	X	X4/	X4/	X4/	X4/		
26 ORGANIZATION OF SPONSOR								X	X	X	X4/	X4/	X4/	X4/		
27 DATE OF RETIREMENT 16/							X									
28 ON TDRL AT TIME OF DEATH?							X									
29 DATE PLACED ON TDRL							X5/									
30 HOSPITALIZED SINCE RETIRE							X									
31 LEGAL RESIDENCE OR HOR	X	X		X	X	X										
32 HOME ADD WHEN HIRED OR LAST ENTRY ON AD	X	X		X	X	X										
33 SOURCE OF PAY				X	X	X										
34 EMPLOYER IDENTIFICATION				X	X	X										
35 NOK TO BE NOTIFIED	X	X	X	X	X	X	X6/	X	X	X	X	X	X			
36 NOK ALREADY NOTIFIED 7/	X	X	X	X	X	X	X	X	X	X	X	X	X			
37 DA FORM 41/DD FORM 93	X	X	X													
38 VEHICULAR DATA	X	X	X	X	X	X	X	X	X	X						

Table 3-4. Items to be Included in Casualty Reports—Continued

ITEM NUMBER AND TITLE	INITIAL									STATUS CHANGE			PROG		SUPP		
	MILITARY			CIVILIAN			RET	DEPENDENT			WND TO DEAD	MISS TO DEAD	RMC	NON TO HOSP			
39 TYPE OF VEHICLE 8/	X	X	X	X	X	X	X	X	X	X							
40 OWNERSHIP OF VEHICLE 8/	X	X	X	X	X	X	X	X	X	X							
41 POSITION ABOARD VEHICLE 8/	X	X	X	X	X	X	X	X	X	X							
42 DUTY STATUS	X	X	X														
43 DATE-TIME GP OF INCIDENT	X	X	X	X	X	X	X	X	X	X			X				
44 PLACE OF INCIDENT	X	X	X	X	X	X	X	X	X	X			X				
45 ACTIVITY AT TIME OF INCIDENT	X	X	X	X	X	X	X	X	X	X							
46 CIRCUMSTANCES	X	X	X	X	X	X	X	X	X	X	X	X	X				
47 INFLECTING FORCE 9/	X	X	X	X	X	X		X	X	X		X					
48 DIAGNOSIS			X			X				X			X	X	X10/		
49 PROGNOSIS			X			X				X			X	X	X10/		
50 PLACE HOSPITALIZED			X			X				X				X	X10/		
51 COMPLETE MAILING ADDRESS			X			X				X				X	X10/		
52 MEDICAL PROGRESS															X		
53 REPORTING CMD TO ASSIST	X	X		X	X		X				X11/	X11/					
54 BPED/BASD	X	X									X12/						
55 AMOUNT OF BASIC PAY	X	X		X	X						X12/						
56 TYPE OF ADDITIONAL PAY	X	X									X12/						
57 RELIGIOUS PREFERENCE	X	X		X	X		X	X	X		X						
58 REQ RELIGIOUS MINISTRATIONS	X			X			X	X			X	X					
59 DECORATIONS AND AWARDS	X										X12/	X12/					
60 RECOMMENDED FOR PROMOTION	X										X12/	X12/					
61 DATE RECOMMENDED 13/	X										X12/	X12/					
62 GRADE AND RANK TO WHICH RECOMMENDED 13/	X										X12/	X12/					
63 PREVIOUSLY HELD HIGHER GRADE AND RANK	X										X12/	X12/					
64 GRADE AND RANK HELD 14/	X										X12/	X12/					
65 PERIOD HELD 14/	X										X12/	X12/					
66 SGLI DATA	X										X12/	X12/					
67 DEATH GRATUITY DATA	X										X12/	X12/					
68 LD STATUS 15/	X										X12/	X12/					
69 DATE-TIME GROUP OF DEATH	X			X			X	X			X	X					
70 PLACE OF DEATH	X			X			X	X			X	X					
71 CAUSE OF DEATH	X			X			X	X			X	X					
72 STATUS OF REMAINS	X			X			X	X			X	X					
73 REMARKS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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NOTES:

- 1/ In addition to the required items, include all items to be corrected, or for which additional information is being reported.
- 2/ Include only for those casualties occurring in an oversea command.
- 3/ Include only for officer personnel
- 4/ Include only for dependents
- 5/ Include only if Item 28 is YES
- 6/ Include only if notification by TAGCEN, DA, is required (chap 5)
- 7/ Include only if any NOK has been notified prior to submission of the report
- 8/ Do not include if Item 38 is NONE
- 9/ Include only if battle casualties
- 10/ Include only if changed since last report on individual
- 11/ Do not include for dependents
- 12/ Include only for military personnel
- 13/ Include only if Item 60 is YES
- 14/ Include only if Item 63 is YES
- 15/ Do not include for battle casualties
- 16/ Indicate if USAR Ret, AUS Ret(10 USC), or USA Ret(10 USC)

CHAPTER 4

CASUALTY REPORTING UNDER SPECIFIED CIRCUMSTANCES

Section I. SPECIAL INTEREST CASUALTY MATTERS

4-1. General. Certain casualty matters, because of the nature of the incident or because of the individual(s) involved, generate unusual interest. The following casualty incidents have been designated as special interest casualty matters:

- a. Multiple casualty events.
- b. Unique or bizarre incidents resulting in a casualty that can be expected to generate news interest.
- c. Any casualty incident involving a person subject to special interest (except outpatient treatment for illness for which the individual was not held for observation). Persons subject to special interest include:
 - (1) Active duty general officers and general officer designees.
 - (2) Retired general officers.
 - (3) Colonels located outside of CONUS.
 - (4) Officers commanding battalions or units of similar size and responsibility in hostile fire areas.
 - (5) Field grade officers in advisory positions in hostile fire areas.
 - (6) Any Government official or public figure who becomes a casualty while under Army sponsorship.
 - (7) Returned prisoners of war on active duty.
 - (8) Other persons who have been identified by HQDA as subject to special interest.

4-2. Additional requirements in special interest casualty matters. a. Immediately upon receipt of information concerning a special in-

terest casualty matter, the responsible reporting commander will relay all available information by the fastest possible method (normally telephone) to HQDA. This advance report is designed primarily to alert casualty personnel of the casualty event. It will not be delayed pending accumulation of complete and detailed information.

b. Unless advised otherwise, all status-change and supplemental reports pertinent to such special interest casualty matters will also be relayed by the fastest possible method (normally telephone) to HQDA.

c. Progress reports will be required (para 2-2) every 5 days, even though the patient is listed in the category of not seriously ill or injured. Termination of these progress reports may be made after the third report unless otherwise indicated by HQDA.

d. All telephonic reports of this nature will be confirmed by electrical message.

e. All reportable persons involved in a multiple casualty event will be reported, regardless of degree of severity of the illness or of the wounds or injuries sustained.

f. Elections by these individuals not to have their NOK notified normally will not be honored unless overriding considerations exist concerning the health and well-being of either the reported individual or his NOK.

g. Notification of the NOK of individuals involved in special interest casualty matters will be accomplished without regard to normal hours of notification, if such is deemed appropriate and is directed by HQDA.

Section II. CASUALTY REPORTING DURING CIVIL DISTURBANCES

4-3. Responsibilities. a. *Major commanders.*

- (1) The major commander (CAC or major

oversea commander) in whose area the civil disturbance occurs is responsible for—

(a) Assisting the task force commander in all aspects of casualty reporting.

(b) Monitoring all casualty reports received from the task force commander and processing those reports, as required in paragraph 4-5.

(2) The major commander from whose area active Army personnel are deployed is responsible for providing the task force commander with trained personnel to perform the casualty reporting function.

b. Installation commanders. Commanders of installations from which Active Army units and/or individuals are deployed will process casualty reports received from the task force commander, as required in paragraph 4-5.

c. Task force commander. The task force commander will—

(1) Establish a casualty reporting unit as an integral organizational element of the task force.

(2) Institute effective procedures to facilitate the timely flow of casualty information from elements of the task force to the task force casualty reporting unit.

(3) Establish immediate communication for casualty reporting purposes with the commander in whose area the task force is deployed, the commander from whose area Active Army personnel are deployed, and the home unit commander of National Guard and Reserve personnel.

4-4. Categories of casualties to be reported during a civil disturbance. A casualty report is required when either Army National Guard personnel called into active Federal service or active Army or Reserve personnel deployed with the task force or located in the area of operation of the task force are placed in one of the following categories:

a. Dead.

b. Missing (i.e., in one of the categories of the Missing Persons Act).

c. VSI or SI.

d. Injured or wounded, regardless of de-

gree of severity, as a direct result of sniper fire, mob action, or individual rioters.
e. Unknown or undetermined.

4-5. Reporting procedures. *a. Active duty personnel.* When reporting active duty personnel, the task force commander will telephonically report the casualty to the commander of the installation from which the individual was deployed; telephonic communication will be confirmed by electrical message. The installation commander will obtain required personnel information and provide the CAC with information on which to prepare a casualty report. The CAC will then submit a casualty report to HQDA. Information copies will be provided to the commander in whose area the installation is located and to the commander in whose area the disturbance is occurring. The installation commander will also notify the NOK in accordance with current policies (chap. 5).

b. Army National Guard and Army Reserve Personnel. When reporting Army National Guard and Army Reserve personnel called into active Federal service, the task force commander will telephonically report the casualty to the individual's home unit commander. The unit commander will obtain required personnel information and submit a telephonic report to the commander in whose area the disturbance is occurring. Telephonic communications will be confirmed by electrical message. The commander will submit a casualty report to HQDA and will notify the NOK in accordance with current policies (chap. 5). The State adjutant general will be an information addressee on all ARNG casualty reports submitted to HQDA. Extreme caution must be exercised during the initial 24-hour period after Army National Guard personnel are called into Federal service. Casualties which were sustained by guardsmen while they were under State control, but are reported after the Guard is called into Federal service, must be reported through Army National Guard channels. However, all questionable casualties in terms of time of the incident will be reported through Active Army channels.

CHAPTER 5

NOTIFICATION OF NEXT OF KIN

Section I. GENERAL NOTIFICATION POLICIES

5-1. General. Notification of a casualty will be made promptly to the NOK in an appropriate, dignified, and understanding manner. The notification procedures outlined in this chapter do not apply to prisoners of war in US Army custody or to enemy nationals.

5-2. Policies. *a.* The desires of the individual, as expressed on his/her DD Form 93 or DA Form 41 or as expressed upon his/her becoming a casualty, should be followed.

b. Officers will be used to the fullest practicable extent to accomplish personal notification as designated representatives of the Secretary of the Army. When this is not feasible, enlisted personnel in grades E-7, E-8, and E-9 will be used; however, the grade of the notifier should be equal to or higher than that of the casualty.

c. When additional information is necessary (i.e., unknown address of another NOK), the individual making the initial notification will attempt to obtain the required data.

5-3. Conflicting evidence. If, after notification, evidence is presented which casts doubt on a report of death or missing status (e.g., a letter from the individual dated subsequent to the date of the casualty incident), an immediate telephonic inquiry through casualty reporting channels will be made and confirmed by electrical message. The command in which the casualty occurred will verify the individual's status and will provide an appropriate explanation through casualty reporting channels. The NOK will be advised personally of the results of the inquiry.

Section II. NOTIFICATION OF NOK OF DECEASED AND MISSING PERSONNEL

5-4. General. Personal notification will be made to the PNOK and certain SNOK (para 5-7) of all deceased and missing individuals for whom casualty reports are required (table 2-1), with the exception of retired or separated personnel. Notification will also be made to the NOK of retired personnel when the individual becomes a casualty overseas and the NOK is located in CONUS.

5-5. Responsibilities for notification. *a.* Primary responsibility rests with one of the individuals listed below in whose area of responsibility the casualty occurs:

- (1) Casualty area commander.
- (2) Major oversea commander.
- (3) Senior Army representative.

(4) State adjutant general for ARNGUS personnel when death occurs during IDT.

b. When the NOK to be notified is not located in the area of any of the commanders listed in *a* (1) through (4) above, reassignment of notification responsibility will be accomplished as follows:

(1) When the casualty occurs in one CACs area and the NOK to be notified resides in a different CACs area, the casualty information required to accomplish personal notification will be reassigned telephonically between the two concerned CACs.

(2) When the casualty occurs in CONUS and the NOK to be notified resides outside CONUS, the casualty information required to accomplish notification will be relayed by immediate message to HQDA. HQDA then as-

sumes responsibility for notifying the NOK residing outside CONUS and for requesting disposition instructions for remains. (See para 4-4b (1) (b), AR 638-40 regarding relaying disposition instructions for remains to installation concerned.)

(3) When the casualty occurs in an over-sea command and the NOK to be notified resides in CONUS, the responsible major over-sea commander/senior Army representative, as appropriate, will relay the casualty report by immediate message to HQDA. HQDA then assumes responsibility for effecting notification.

(4) When the casualty occurs in an over-sea command and the NOK to be notified resides in a different over-sea command, the major over-sea commander and/or senior Army representative will relay the casualty report by immediate message to HQDA. HQDA then assumes responsibility for effecting notification and for requesting disposition instructions for remains. (See para 4-4b(2)(c), AR 638-40, regarding relaying disposition instructions received for remains to HQDA (DAAG-PED) WASH DC 20314.)

(5) When 4 hours have lapsed with no indication that the NOK has been notified, followup action will be initiated. Commanders responsible for notification will provide the reason for the delay and those actions which have been initiated to preclude future delays. The time limit established may have to be adjusted due to distances involved between the NOK's residence and the notifier's duty station or due to another similar condition, such as adverse weather.

5-6. Personnel resources. *a.* With a few exceptions, all officers, warrant officers, and enlisted personnel in grades E-7, E-8, and E-9 (including personnel assigned to Department of Defense or Joint agencies and activities, Army Reserve advisors, Army National Guard advisors (with the concurrence of the responsible State adjutant general), and ROTC instructors) are available for use in the personal notification system. The exceptions are:

- (1) Individuals assigned to the US Army

Recruiting Command (exempt from personal notification only).

(2) Students at military or civilian schools.

(3) Military Intelligence branch personnel and other personnel whose duties are such that they are required not to wear the uniform.

(4) Members of the Army Medical Corps may notify the NOK when the NOK is present at the place of death; however, they will not be used otherwise in the personal notification system, except under unusual circumstances. However, MSC officers may be used except those precluded in paragraphs 2-18b(1) through (4), AR 40-1.

b. If a known medical condition of a NOK exists which could require the presence of a physician during notification, the following guidelines apply:

(1) The family physician should be consulted first, if possible. Notification should be made in the manner he recommends. If the family physician cannot be identified, any physician licensed to practice in the area where notification is to be made may be engaged to accompany the notifier. Operation and Maintenance, Army (OMA) funds will be used to reimburse the accompanying physician should a bill be submitted.


(2) Members of the Army Medical Corps will not be used to accompany the notifier in these cases; however, they may be consulted for advice if they have been treating the person to be notified.

5-7. Persons to be notified. *a. Primary next of kin (PNOK).* When the individual to be notified is:

(1) An individual's parent, both parents will be personally notified even if they are separated or divorced.


(2) Less than the age of majority and not the spouse, the next in the normal line of family relationship who has reached the age of majority, the child's guardian (if one has been appointed), or the person caring for the child, will also be personally notified.

b. Secondary next of kin (SNOK). Except as indicated in (3) below, notification of SNOK will NOT be accomplished until after the

		<h1>Telegram</h1>	
NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF
			<input type="checkbox"/> OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM
Send the following message, subject to the terms on back hereof, which are hereby agreed to DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE REPORT DELIVERY			
(Name and address of addressee)			
<p>The Secretary of the Army has asked me to express his deep regret that your (relationship), (grade and name), died in (location of casualty) on (date) as a result of (state the cause and circumstances). Please accept my deepest sympathy. This confirms personal notification made by a representative of the Secretary of the Army.</p> <p>PAUL T. SMITH, MAJOR GENERAL, USA, THE ADJUTANT GENERAL, DEPARTMENT OF THE ARMY, WASHINGTON, D. C.</p>			

WU 1211 (R 5-69)

Figure 5-1. Sample notification telegram.

		<h1>Telegram</h1>	
NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF
			<input type="checkbox"/> OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM

Send the following message, subject to the terms on back hereof, which are hereby agreed to

DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE REPORT DELIVERY

(NAME AND ADDRESS OF ADDRESSEE)

The Secretary of the Army has asked me to inform you that your (relationship), (grade and name), was hospitalized in (place where incident happened) on (date) with a diagnosis (type of illness, nature of incident, and available circumstances). He has been placed on the seriously ill list and in the judgment of the attending physician his condition is of such severity that there is cause for concern but no imminent danger to his life. Please be assured that the best medical facilities and doctors have been made available and every measure is being taken to aid him. Address mail to him at (name and address of medical treatment facility). You will be provided progress reports and kept informed of any significant changes in his condition.

PAUL T SMITH, MAJOR GENERAL, USA, THE ADJUTANT GENERAL
 DEPARTMENT OF THE ARMY, WASHINGTON, D. C.

WU 1211 (R 5-69)

Figure 5-2. Sample notification telegram (SI).

of a VSI patient, the major commander may request HQDA to extend an ITO to the NOK (normally the PNOK) and one other member of the family. This procedure will not be used for travel within CONUS or within an overseas command when the service member is serving an accompanied tour. Travel to a hostile fire area will not be authorized.

(1) Requests for ITO will be submitted by "IMMEDIATE" precedence message or telephonic communication (confirmed by followup message) to HQDA. The request will contain the following information:

(a) The NOK's name, address, and relationship to the patient.

(b) Statement that the attending physician and the medical facility commander deem the NOK's presence to be medically necessary.

(c) Passport and visa requirements for the NOK.

(d) Instructions on what the NOK is to do upon arrival (i.e., contact the staff duty officer, etc.).

(e) Information concerning the availability of Government quarters and messing facilities.

(f) Estimated cost per day per person to the NOK while present in the command.

(g) Type of weather the NOK should expect to encounter and type of apparel to be worn (spring, summer, etc.).

(2) All personnel are cautioned not to commit the Army to issuing ITO prior to official approval by HQDA. The NOK should be aware that when approved, Government transportation will be provided only to and from the overseas area. Travel within CONUS and food and lodging, both within and outside of CONUS, are the responsibility of the traveler(s).

(3) *Reports.*

(a) The appropriate APOE or command will submit a "PRIORITY" precedence message to the command the NOK will visit. The message will announce the NOK's ETA, ETD, and other pertinent flight information.

(b) The date of the NOK's arrival in the overseas command will be included in the first progress report following arrival. Subsequent reports will include the fact that the NOK remains in the command. The departure of the NOK will be reported in the next progress report.

b. ITO for NOK of captured, missing, or detained personnel. ITO may be approved by HQDA as outlined in DOD 4515.13-R.

c. Use of vehicles. When a Government vehicle is used for travel to and from the home of the NOK by the survivor's assistance officer/family services and assistance officer (SAO/FSAO), the vehicle may be operated beyond the permissible operating distance of the installation, activity, or unit providing assistance when necessary to accomplish the mission. Privately owned vehicles may be used to avoid undue delay and when their use is more advantageous to the Government.

7-7. Casualty assistance kits. *a.* In attempting to standardize the handling of casualty assistance, each command will prepare reference kits and keep them up to date. These kits will include a standing operating procedure and will be provided to the assistance officer to aid him in the performance of his job or will be readily available to the SAO/FSAO. The publications and forms listed in appendix D will be included in these kits.

b. The kits should contain the location of the VA and Social Security offices and the telephone numbers of operating officials who coordinate and provide information on all aspects of the casualty assistance program. When providing assistance to the NOK of missing persons, the kits should also contain a list of the services provided by and the locations of the nearest Army Community Services Center and the American Red Cross and information concerning Public Health Center operations.

Section II. ASSISTANCE TO THE NOK OF DECEASED INDIVIDUALS

7-8. General. The responsibilities and procedures for providing assistance to the NOK of deceased personnel are known as the Survivor Assistance Program.

7-9. Responsibilities of commanders. In administering the survivor assistance program, commanders who are delegated responsibility for or are assigned survivor's assistance cases will—

a. Appoint a Survivor's Assistance Officer (SAO) from assigned personnel. A person appointed as an SAO must be competent, dependable, and sympathetic. Every effort will be made to assure that the SAO speaks the same language as the NOK. Personnel used in the personal notification system (para 5-6) may also be used as an SAO, except that enlisted personnel and those personnel listed in paragraphs 5-6a(3) and 5-6a(4) will not be used.

b. Insure that each SAO is properly prepared and briefed on his responsibilities, as well as the specifics of the particular case he is handling.

c. When required, appoint the SAO as a Class A agent to the appropriate finance and accounting officer (FAO).

d. Notify the Chief, Claims Division, Centralized Pay Operations, US Army Finance and Accounting Center, Fort Benjamin Harrison, Indianapolis, IN 46249, by telephone or by priority message when maximum partial gratuity payment cannot be made by the SAO or the FAO. When this notification is necessary, it should be given within 72 hours after the initial notification to the NOK or within 72 hours after the authorization to effect payment, as appropriate.

e. Insure that their casualty offices serve as the controlling activity for all casualty matters. This includes providing counseling and assistance to survivors of active duty and retired personnel and to active duty service members in the event of a dependent death.

f. Insure that escorts for the next of kin are briefed on their responsibilities and duties, as outlined in AR 59-120.

g. Insure that escorts for remains are

briefed on their responsibilities and duties, as outlined in AR 638-40.

7-10. Responsibilities of the SAO. The SAO is responsible for assisting and counseling the PNOK on matters pertaining to the deceased. (Complete familiarity with DA Pam 608-33 is essential.) Additionally, the SAO will—

a. Initiate a DA Form 2204 (sample report shown in fig. 7-1). This form acts as a checklist of things to be done and is a record of when the actions were accomplished. The completed form also identifies problem areas involved and actions taken. A report is discretionary with the major oversea commander in the case of civilians.

b. Communicate with the NOK after initial notification in a timely and sympathetic manner (normally within 12 to 24 hours). The SAO will assure the NOK of the Army's interest in their welfare, briefly explain how he/she can assist, and arrange for a personal visit at the NOK's earliest convenience. Close coordination with the individual making the personal notification is essential if the first and subsequent contacts are to be productive. Verify NOK divorce data, if applicable, to include case number, court, judge, date, custody information, grounds, and where divorce took place (city, county, State). Verification should be taken from the court decree. If the notifier was unable to obtain a valid 45-day address, the SAO will obtain this information during the initial visit.

c. Determine the immediate needs of, or problems facing the NOK, and render prompt, courteous, and sympathetic assistance. The SAO should direct all inquiries on non-recoverability of remains to HQDA (DAAG-PED) WASH DC 20314.

d. Advise the NOK, when the NOK is a surviving spouse, of the payment of a maximum partial death gratuity, if any, and assist in the payment of that gratuity (para 7-11).

e. Arrange for emergency financial assistance when needed, with Army Emergency Relief or the American Red Cross.

f. Assist in arranging for military honors for the funeral, if desired by the NOK. This

viduals. This information should be placed on the sketch.

(5) A summary or reproduction of individual's medical and dental records, giving complete identification data.

(6) A copy of the individual's DA Form 2-1 (Personal Qualification Record).

(7) Extract of orders directing individual's unit of assignment.

(8) VA Form 29-8286 (Servicemen's Group Life Insurance Election) or DA Form 3054 (SGLI Election) completed by the individual.

(9) Copy of the individual's DD Form 93 or DA Form 41.

(10) Any other information or material concerning the individual which was received after he became a casualty.

8-10. Action by the convening authority. The convening authority will review the report of proceedings for completeness before forwarding the report to higher headquarters.

a. If the report is incomplete or if an administrative error has been made, the convening authority may return the report for further action by the board. However, the report will not be returned to the board solely because the convening authority does not agree with the recommendations of the board.

b. If the report is complete, the convening authority may agree with the recommendations of the board or, if the convening authority disagrees, may enter recommendations based on a review of the report. The convening authority will then accomplish one of the following actions:

(1) If the convening authority agrees with the recommendation of the board (or if he provides the recommendation) that the individual's status as a missing person be continued, the original copy of the report of the board proceedings will be forwarded through channels to HQDA so as to arrive within 30 days after the date of the initial missing person's report if the incident occurred in CONUS or within 45 days after the date of the initial missing person's report if the incident occurred overseas. HQDA will review the report of proceedings and make final determination of status under the Missing Persons Act. The determination will be announced through channels to the convening authority.

(2) If the convening authority agrees with the recommendation of the board (or provides the recommendation) that the individual's status be changed to deceased (remains not recovered), an electrically transmitted STACH report will be submitted to HQDA by the commander who submitted the initial missing person report. The report of board proceedings will be forwarded through channels to HQDA (time limits as in (1) above).

(3) If the convening authority agrees with the recommendation of the board (or provides the recommendation) that the individual's status be changed to AWOL, an electrically transmitted SUPP report will be submitted to HQDA by the commander who submitted the initial missing person's report.

8-11. Second board of inquiry for individuals missing longer than 1 year. *a.* When an individual has been in a missing status for 11 months, the original convening authority will appoint another board of officers to evaluate the recommendations of the previous board of inquiry and any additional related data which have been accumulated. If, during the period since the individual became missing, the command represented by the convening authority has been reassigned to another major command or has been inactivated, the next senior headquarters of the original convening authority will cause the second board of inquiry to be appointed and convened. The convening authority will submit the results of this review, with appropriate recommendations through channels to HQDA so as to arrive not later than 15 days prior to the anniversary of the incident.

b. HQDA will make the final determination of status. The convening authority and others in reporting channels will be notified by HQDA of the determination made. Determinations under the provisions of the Missing Persons Act (Pub L. 89-554, 37 U.S.C.) are made in The Adjutant General's office pursuant to authority delegated by the Secretary of the Army. This authority includes the responsibility to—

8-3

(1) Make all determinations of death and other status and of essential dates (except determinations of fact of dependency) necessary to administration of the Act.

(2) Review the cases of persons missing or missing in action; direct continuance of the missing status; change status to another category provided by the Missing Persons Act; or issue presumptive "Findings of Death" and determine the date upon which death will be presumed to have occurred,

under the provisions of section 555, title 37, United States Code.

(3) Make all determinations necessary under the provisions of section 556, title 37, United States Code. For the purpose of the Act, determinations so made will be conclusive as to death or findings of death, or as to any other status included or incorporated in the Act. The determination will be conclusive as to whether information received on any person is to be construed and acted on as an official report.

Section III. STATUS REVIEW BY HQDA

8-12. Reason for status review. Pursuant to chapter 10, Title 37, United States Code, the Secretary of the Army or his designee may elect to review the case of those service members who have been carried in a missing status. This review may be accomplished for the following reasons:

a. The passage of time without any information which could relate to the likelihood of the member's return to military control;

b. The unavailability of any information from intelligence sources regarding the status of the service member;

c. The return to military control of other PW/MIA personnel and the lack of knowledge on their part of any information relating to the status of the missing member;

d. The remains of the missing personnel being recovered and positively identified; and

e. Such other circumstances as the Secretary of the Army or his designee deems to warrant a review.

8-13. Conduct of the review. The review of the status of the service member will be conducted in the following manner:

a. The NOK currently receiving Governmental financial benefits which could be terminated by a status review will be notified that the status of the member will be reviewed. (In the event there are no next of kin eligible for notice of the pending review, the Secretary of the Army may afford the same rights to the PNOK (as defined in para 1-5b(3)) as though the PNOK were entitled to notice.)

b. NOK entitled to notice will be afforded the opportunity to attend a hearing, with or without a privately retained lawyer, in conjunction with this review.

c. NOK entitled to notice will be afforded reasonable access to the information upon which the status review will be based. Documents classified under the criteria specified in DOD 5200.1-R and AR 380-5 will not be made available to the NOK or to the Hearing Officer. However, every effort will be made to either downgrade the information which is classified or to present it in such a manner as to warrant removal of protective markings. (This may be accomplished by removing that portion of the information which caused it to be classified (such as the location of loss of the service member, the type mission in which he was involved, the source or collection means of the intelligence data) or by unclassified summary.) In the event classified information cannot be downgraded or presented as aforementioned, the classified information will not be made available to the Hearing Officer and may not be considered in the course of the review. Assistance will be provided by the Assistant Chief of Staff for Intelligence, DA, to insure that security procedures and data are not compromised.

d. NOK entitled to notice will be afforded the opportunity before and during the hearing to present information which they consider relevant to the proceedings. NOK entitled to notice will be furnished, upon their written request, a brief statement of the facts upon which the status review will be based.

e. NOK entitled to notice may elect to exer-

CHAPTER 9

REPORTS OF DEATH OF USAR MEMBERS

9-1. General. This chapter prescribes procedures for reporting a US Army Reserve member's death which occurs while the member is in a status other than that listed in paragraphs 1-2*a* and *b*. This chapter also prescribes the use of DD Form 1300 (Report of Casualty) for furnishing official reports of death of USAR members.

9-2. Responsibility. The responsibility for the prompt reporting of a member's death is as follows:

- a.* The unit commander is responsible for members under his jurisdiction.
- b.* The Commanding General, US Army Recruiting Command is responsible for members of the USAR Control Group (Delayed Entry).
- c.* The Commanding General, US Army Reserve Components Personnel and Administration Center (RCPAC) is responsible for all other members of the USAR.

9-3. Procedures. *a.* Notification of death will be submitted to Cdr, RCPAC, ATTN: AGUZ-/SAD-CAS, 9700 Page Blvd, St Louis, MO 63132, and will include the following:

- (1) Name, grade, and social security number.
 - (2) Date, place, and cause of death.
 - (3) Source of information, if document evidencing death is not available.
- b.* The member's MPRJ, accompanied by the

notification of death, will be promptly forwarded to RCPAC.

c. Additionally, when notification of the death of a general officer is received, a message containing information in *a* above will be immediately dispatched to DA WASH DC//DAAR-ZA//.

d. If a member who is assigned or attached to a troop program unit dies while not in a training status, the unit commander will forward the report of death and information as prescribed above in addition to the following:

- (1) Original DA Form 41 or DD Form 93.
- (2) Original VA Form 29-8286, if in effect.
- (3) A copy of the unit's training schedule option elected by a nonprior-service member who was not in a pay status.
- (4) When appropriate, a statement of the option elected by a nonprior-service member who was not in a pay status.
- (5) A statement showing the date and amount of the last premium paid or withheld.
- (6) Number of assemblies for which pay is due.

9-4. DD Form 1300 (Report of Casualty). The CG RCPAC is responsible for the issuance of this form for all deceased USAR members, except those indicated in paragraphs 1-2*a*(1)(*a*) through (*f*) and *b*. Additionally, RCPAC will issue this for all retired Army members except those who die within 120 days of retirement.

CHAPTER 10

REPORTS OF DEATH FOR ARNG MEMBERS

Section I. GENERAL

10-1. General. This chapter prescribes policies and procedures governing the reporting of an Army National Guard member's death which occurred while the member was participating in training or occurred as a result of such training.

10-2. Official report of death. DD Form 1300 (Report of Casualty) is used to provide the official report of death to those authorized

Government agencies having a need for such information. This form will be issued by—

a. The Adjutant General in all cases of death occurring while the member was participating in training or occurring as a result of such training (sec II).

b. The State adjutant general in case of death of ARNG members who were not in a duty status at time of death (sec III).

Section II. DEATH WHILE PARTICIPATING IN TRAINING OR AS A RESULT THEREOF

10-3. Notification of death. The notification that an individual has died while participating in training or as a result of such training will be initiated as follows:

a. Active Army installation commander. The installation commander will submit report of death required for those in Federal status participating in initial active duty for training (IADT) and those in State status attending service schools under the jurisdiction of the active Army. A copy of the report will be furnished the following addressees:

- (1) Chief, National Guard Bureau.
- (2) State adjutant general.

b. State adjutant general. The State adjutant general in all cases, except those indicated in *a* above, will submit by electrical transmission within 72 hours of death, the report of death required in chapter 3 to the Chief, Settlement Operations, US Army Finance and Accounting Center, Indianapolis, IN 46249. Item 67 of the report will include a statement that death gratuity is to be paid by the finance and accounting officer having access to the member's personal finance record. In the event death occurs as a result of an injury sustained while traveling to or from inactive duty training, item 67 of the report

will contain a statement that payment of death gratuity is being deferred pending receipt of DD Form 261 (Report of Investigation—Line of Duty and Misconduct Status) indicating findings of approving authority (NGR 600-3). Information addresses will include NGB-ARP-E, WASH DC 20310, and HQDA.

10-4. Notification of next of kin. When death occurs while the member is in the training status indicated in 10-3*a* above, responsibility for notifying the next of kin rests with the active Army installation commander. When death occurs while the member is in the training status indicated in 10-3*b* above, responsibility for notifying the next of kin rests with the State authorities.

10-5. Line of duty investigations. See NGR 600-3.

10-6. Care and disposition of remains. See NGR 638-40.

10-7. Disposition of records. See NGR 640-100 or NGR 600-200, as appropriate.

10-8. Servicemen's Group Life Insurance (SGLI) Certification of Eligibility. The following procedures apply when an eligible member dies while on active duty for training (ADT), full-time training duty (FTTD), annual training (AT), or inactive duty training (IDT):

a. The records-keeping element having custody of the DA Form 41 or DD Form 93 will initiate action prescribed in chapter 11. The original DA Form 41 or VA Form 29-8286; a copy of the report of death; a copy of the final military pay voucher; and a copy of the schedule for IDT, or a copy of the ADT, FTTD,

or AT orders will be forwarded to HQDA (DAAG-CAS).

b. The Adjutant General, Department of the Army, will prepare DD Form 1300 and certify the member's eligibility for SGLI in item 13. (When appropriate, the option elected by the member will be included in the certification.) The documents submitted by the records-keeping element will be attached to the DD Form 1300 and forwarded to the Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, NJ 07102. The OSGLI will then correspond with the beneficiary.

Section III. DEATH WHILE NOT IN DUTY STATUS

10-9. Notification of death. *a.* A notification of death will be submitted in appropriate format and will include the following information:

- (1) Name, grade, and social security number;
- (2) Date and place of death;
- (3) Cause of death and source of information, if document evidencing death is not available for inclusion in personnel records jacket of member concerned.
- (4) Copy of unit training schedule for IDT, if the member was covered by SGLI.

b. Reports of death will be accompanied by the personnel records jacket of the member concerned and will be forwarded promptly to the State adjutant general.

10-10. Distribution of DD Form 1300. Distribution of this form will be as follows:

- (1) Two copies for each general officer and one copy for other officers or warrant officers will be sent to NGB-ARP-C, WASH DC 20310.
- (2) One copy of all reports (including those on enlisted personnel) will be sent to—
 - (*a.*) The Director, Federal Bureau of Investigation, ATTN: Investigation Division, Department of Justice, Washington, DC 20537.
 - (*b.*) National Headquarters, Selective Service System, Washington, DC 20435.
 - (*c.*) Commander, US Army Personnel and Administration Center, 9700 Page Blvd., St. Louis, MO 63132.

(*d.*) Office of Servicemen's Group Life Insurance, 212 Washington Street, Newark, NJ 07102.

(3) One copy of all reports (including those on enlisted personnel) will be retained by the State adjutant general.

10-11. Disposition of records. Records will be retained by the State adjutant general.

10-12. SGLI Certification of Eligibility. The State adjutant general will certify the member's eligibility for SGLI in item 13 of the copy of DD Form 1300 to be forwarded to OSGLI (para 10-8) and attach the following documents:

- a.* Report of death.
- b.* DD Form 93 (duplicate) or DA Form 41 (original).
- c.* Copy of unit IDT schedule.
- d.* Original VA Form 29-8286, if applicable.
- e.* When appropriate, a statement of the option elected by a nonprior-service member who was not in a pay status.
- f.* Official certificate of death.
- g.* A statement showing the date and amount of the last premium paid or withheld (copy of DA Form 2659).
- h.* A statement of the number of assemblies for which pay is due.

CHAPTER 11

RECORD OF EMERGENCY DATA (DD FORM 93 AND DA FORM 41)

11-1. Purpose of DD Form 93 and DA Form 41. These forms are extremely important because—

a. When completed they become an official and legal document which designates certain beneficiaries for certain benefits in the event the member is captured, missing, interned, or deceased.

b. They provide the names and addresses of the person(s) to be notified in case of emergency or death.

11-2. Preparing DD Form 93 and DA Form 41. Agencies responsible for preparing these forms and the categories of personnel for whom the forms are prepared are shown in table 11-1. The forms will be prepared as assembled and will be typed or printed using black or blue-black ink. If printed, all capital letters will be used. If typed, upper and lower case letters or all upper case letters may be used.

a. Instructions for item-by-item preparation of the forms are provided on the reverse side of the duplicate copies. Additional instructions are contained in tables 11-2 and 11-3.

b. Agencies preparing the forms will insure that—

(1) A complete new form is submitted when there is a change in any one of the items.

(2) All items are completed or marked as shown in the detailed instructions on the forms.

(3) The card copies are not stapled, folded, or mutilated.

(4) Forms of more than one card are secured with a paper clip.

(5) All members read and fully understand the instructions to service member and the statement which is to be signed in ink on

the first and second copies of the form (DD Form 93 only).

c. Errors may be corrected by marking out the error with a slash (/) and typing or writing the correct information immediately after the slash (/). All corrected information will be initialed by the member.

d. Any item which is the same as a previous entry may be completed by entering SEE ITEM_____.

11-3. Review and update.

a. The form will be reviewed—

(1) During outprocessing for PCS.

(2) Upon arrival at a new duty station.

(3) Annually, during the birth month.

b. The date of review will be entered in pencil below item 16, DD Form 93, or in item 20, DA Form 41, on the copy filed in the MPRJ.

c. The service member concerned will have a new form prepared when there is a change in any item.

11-4. Disposition. As prescribed in table 11-1.

11-5. Confidential data. Members will be advised that data listed on the form will be used only for official purposes and will be divulged only with their written consent. Information listed may be released to the member's next of kin or legal representative.

11-6. Transmittal of forms. DA Form 200 (Transmittal Record) will be used to transmit all forms to HQDA and will be signed by the personnel officer or the personnel staff NCO. The signed DA Form 200 will be construed to mean that the forms being transmitted have been checked and verified as being correct and properly completed.

11-7. Use of DD Form 93. DD Form 93 will be available for use on the effective date of this regulation. Use and preparation of this form will be in accordance with the provisions of paragraph 11-8.

11-8. Use of DA Form 41. DA Form 41 will continue to be used until supplies are exhausted. When this occurs and a new record of emergency data is to be prepared, the DD Form 93 will be prepared along with the accompanying VA Form 29-8286 (SGLI Election). DD Form 93 will not be prepared simply to have the new form in file. All previous editions of the DA Form 41 will be considered current. No headquarters subordinate to HQDA will require a conversion to the DD Form 93.

11-9. DD Form 93, Privacy Act Statement (fig. 11-1). During the preparation of any record of emergency data, the form shown in figure 11-1 will be provided to the service member.

Local reproduction of the form is authorized. This action is in keeping with the provision of the Privacy Act which requires that all persons completing any form be advised as to the need for the completion of the form and for what purpose the form will be used. DD Form 93, Privacy Act Statement, will be reproduced locally on 8 x 10½-inch paper.

11-10. Disposition of remains. An unmarried service member may designate a blood relative to receive his/her remains; however, upon marriage, the surviving spouse is entitled to receive and direct disposition of the remains regardless of this designation. The designation of the blood relative will be entered in item 13, DD Form 93, as follows: DR: Name/Blood relation/Initials. If the service member declines to name a blood relative, the order of priority of persons cited in AR 638-40 will be followed in determining the individual entitled to receive and direct disposition of the remains.

15 January 1976

Table 11-1. Categories of Personnel, Agencies Responsible for Form Preparation, Initial Distribution, and Final Disposition on Change of Status

CATEGORY OF PERS	RESPONSIBLE AGENCY	INITIAL DIST	DISPOSITION OF CH OF STATUS
Inductees	AFES	Same as rev or chg	Same as rev or chg
Enlistee, reenlistee from civilian life	Recruiting MS	Same as rev or chg	Same as rev or chg
USMA Cadets & newly commissioned grads	US Military Academy	File card and 1st paper copy in cadets MPRJ file at USMA, 2d copy to mbr.	When comm fill out new form and comply with last column of this table. If death occurs in cadet status, airmail card copy to DA, and paper copy to USAFAC with final mil pay voucher.
ARNG or reserve component personnel asg to units	Unit Asg	3	2
USAR and ARNG pers ordered to AD, ADT ext AD, or FTDD	Org or activity to which mbr rpts initially	3	2
NG pers not on ext AD	As prescribed by C, NGB	3	2
ROTC cadets attend summer camp and ROTC cadets rec comm upon grad	ROTC Inst Gp (at least 30 days before opening date of camp or entry on AD) (AR 145-1)	File card and 1st paper copy in cadets MPRJ file 2d copy to member	When comm fill out new form and comply with last column of this table. While at summer camp send card to Inst Cdr of camp. Rtn card to PMS at school upon completion of camp. If death occurs at camp airmail card and/or VA Form 24-8286 to DA, and paper copy to USAFAC with final mil pay voucher.
2LT commissioned under the Early Comm Prog (asg to USAR Cont Gp Delayed)	Army HQ Processing the appointment	1	2

AR 600-10

Table 11-1. Categories of Personnel, Agencies Responsible for Form Preparation, Initial Distribution, and Final Disposition on Change of Status (Continued)

CATEGORY OF PERS	RESPONSIBLE AGENCY	INITIAL DIST	DISPOSITION ON CH OF STATUS
Revision or changes (Includes AD and IADT pers)	Cdr of org or act having mbr's pers rcd	Mail 1st card to HQDA, 1st paper copy to MPRJ, 2d paper copy to mbr	Upon discharge (exc to re- enlist or upon REFRAD, dest paper copy. Upon death send paper copy of DA Form 41 or VA Form 29-8286 to DAAG-PES with copy of final mil pay voucher. Send Xerox copy and final mil pay voucher to USAFAC 4

1- Home unit will file card copy; file 1st copy in MPRJ; 2d copy to member

2- When pers trf and handcarry MPRJ, card copy will be maintained by the losing unit until member arrives and gaining unit requests card copy. When ordered to AD for six months or more (or ordered to IADT for ARNG or USAR pers), verify info and comply with instructions of last column of this table. If death occurs while performing IDT, ADT other than as indicated above, or traveling to or from such training, forward as for USMA cadets (for ARNG pers, copy will also be forwarded with report of investigation (NGR 600-3)). If death occurs for ARNG pers not in a duty or training status: (1) Orig of DA 41 (1 Apr 74) will be forwarded to OSGLI, copy with final mil pay voucher to USAFAC: (2) Orig of DD 93 or DA 41 (1970) to USAFAC with final mil pay voucher, copy with VA Form 29-8286 to OSGLI. Upon mobilization of ARNG pers, fwd orig card to HQDA, transfer 1st copy from PFR to MPRJ.

3- File original card in MPRJ; 1st copy in PFR; 2d copy to member

4- CDR
USAFAC
ATTN: Chief, Claims Div, Centralized Pay Opns
Indianapolis, IN 46249

*2d card copy will be destroyed or utilized as directed by the local commander, State Adjutant General, or directing headquarters.

Table 11-2. Additional Instructions for Completing DD Form 93

Item No.	Title	Instructions
3b	Reporting Unit Code/ Duty Station	Mark NA
8a	Person(s) Not to be Notified Due to Ill Health	Enter reason individual is not notified.
12	SGLI	Enter SEE VA FORM 29-8286
13	Continuations/Remarks	If this space is not sufficient to complete entry use a second DD Form 93. Complete items 1, 2, 14, and 15 of Card 2 and continue the entry in the space provided for in Item 4. NOTE: This differs from the instruc- tions contained on the form. Entries will be the same as an entry in item 13. This item will also be used to clarify information concerning mari- tal status or other relationships; may give location of the will or other valuable papers, and for other information (e.g., to indicate de- pendency of disabled children).
14, 15, &16	Signatures and dates	Sign and date all copies in ink.

Table 11-3. Additional Instructions For Completing DA Form 41

<i>Item Number</i>	<i>Title</i>	<i>Instructions</i>
1	Name	If the member does not have a middle name or initial, leave blank. If the member has initials instead of a first and/or middle name, enclose the initials in quotation marks (e.g., "J," "E," or "J E"); also enter "JR," "SR," "II," or "III," when applicable. Alias or also known as (AKA) name will be entered in remarks section by entering (see item 23) after current name.
5	Home of record	For enlisted personnel, enter the home of record shown in item 41, DD Form 4 or item 3, DD Form 47. For officers, enter the home of record shown in their initial active duty orders or as subsequently changed by HQDA.
9	Spouse	This entry will, insofar as possible, be identical with the name and address of spouse as listed on other official records of the member. If the member has never been married, enter N/A. If previously married, enter NOT NOW MARRIED, if applicable, and under "REMARKS" (item 23) on the reverse of the card form, enter the complete name of the former spouse and how the marriage was terminated (e.g., DIVORCED or DECEASED), including the date and place. If divorced, enter the complete, current mailing address of the former spouse. If the current address is unknown, enter the last known address and the date.
10	Children	The term children includes a natural child, adopted child, stepchild, and illegitimate child, if so acknowledged in writing by the member. It also includes the child of a member who has been judicially decreed or otherwise shown by satisfactory evidence to be the parent. If the member has no children, enter N/A.
16 and 17	Principal and contingent beneficiaries.	Enter first name, middle initial, and last name (as in item 1 above) followed by current address if not previously listed. Enter relationship and fraction in appropriate blocks. For additional designation(s) use item 23, REMARKS AND CONTINUATIONS. (Before completing these two items, the member will be counseled, as prescribed in AR 608-2.)
18	Insurance reduction or refusal	If not refused, NA may be entered.
19	Signatures of member and witness.	(1) Personnel will enter payroll signature but will not sign a blank form or will not sign a form before each item has been verified. (2) The witness will insure that the member has reviewed the form. The form will not be signed by the witness until signed by the member.
22	Do not notify	Enter complete name (as in item 1 above), relationship, and reason for not notifying the person in a case of emergency (e.g., "ILL HEALTH" or "ADVANCED AGE"). If more than one person is in this category, enter (see item 23) and list this person there.
23	Remarks and continuations.	This item may also be used to clarify information concerning marital status or other relationships; give location of the will or other valuable papers; and list name(s) of insurance company(ies), thus enabling DA to send DD Form 1300 (Report of Casualty) immediately to insurance companies for prompt settlement of insurance claims. (Notifying commercial insurance companies is a voluntary DA action, designed to assist the member's dependents.) It may also be used for any continuation of other entries on the form and may be used for other information (e.g., to indicate dependency of disabled children). Additional cards may also be used if required.

DATA REQUIRED BY THE PRIVACY ACT OF 1974 <small>(5 U.S.C. 552a)</small>	
TITLE OF FORM RECORD OF EMERGENCY DATA	PRESCRIBING DIRECTIVE AR 600-10
1. AUTHORITY <div style="display: flex; justify-content: space-between;"> 10 USC 1475-1480 44 USC 3101 </div>	
2. PRINCIPAL PURPOSE(S) <p>The Record of Emergency Data Form when completed, becomes an official and legal document by which you have designated certain beneficiaries for certain benefits in the event of your death and serves as a guide for the disposition of your pay and allowances in the event you are captured, missing, or interned. It also provides the names and addresses of the person (s) you desire to be notified in case of emergency or death.</p>	
3. ROUTINE USES <p>The form is used by casualty offices to provide your next of kin with notification of your injury, illness, or death. Data listed thereon provides these offices with the names and addresses of your wife, children, parents, or other persons who are to be notified of your status. In completing the form, you designate the person (s) to receive any unpaid pay and allowances and death gratuity as provided by the U.S. Army. The information also indicates those persons you do not desire to be notified in the event of emergency or death. It also may be used to provide information about your will, insurance policies, and other personal data which may be used in settling your personal affairs in the event of your death.</p>	
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION <p>Disclosure of your SSN is mandatory as you are identified by it in all of your official records. This includes personnel and finance records which are required in settling your accounts and insuring that all benefits are received to which your survivor's are entitled in the event of your death.</p>	
DA FORM 41/DD FORM 93 - Privacy Act Statement - 26 Sep 75	

Figure 11-1

Hartley, Moore, Hutchinson, Roberts, Hemphill, Oldham, Potter, Carson, Gray, Wheeler, Deaf Smith, Randall, Armstrong, Donley, Collingsworth, Parmer, Castro, Swisher, Briscoe, Hall, Childress, Bailey, Lamb, Hale, Floyd, Motley, Cottle, Hardeman, Foard, Wilbarger, Wichita, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Knox, Baylor, Archer, Clay, Montague, Cooke, Grayson, Fannin, Lamar, Red River, Bowie, Cass, Morris, Titus, Camp, Franklin, Delta, Hunt, Collin, Denton, Wise, Jack, Young, Throckmorton, Haskell, Stonewall, Kent, Garza, Lynn, Terry, Yoakum, Gaines, Dawson, Borden, Scurry, Fisher, Jones, Shackelford, Stephens, Palo Pinto, Parker, Tarrant, Dallas, Rockwall, Kaufman, Rains, Van Zandt, Wood, Upshur, Marion, Gregg, Harrison, Smith, Henderson, Ellis, Johnson, Hood, Somervell, Erath, Eastland, Callahan, Taylor, Nolan, Mitchell, Howard, Martin, Andrews, Ector, Midland, Glasscock, Sterling, Coke, Runnels, Coleman, Brown, Comanche, Bosque, Hill, Navarro, Anderson, Cherokee, Rusk, Panola, Shelby, Nacogdoches, Crane, Upton, Reagan, Irion, Tom Green, Concho, Crockett, Sutton, Schleicher, Menard, Kimble, McCulloch, Mason, Mills, San Saba, Llano, Hamilton, Lampasas, Burnet, Coryell, Bell, Williamson, McLennan, Falls, Milam, Limestone, Robertson, Brazos, Burlson, Washington, Freestone, Leon, Madison, Grimes, Houston, Walker, Montgomery, Trinity, San Jacinto, Angelina, Polk, Liberty, Chambers, San Augustine, Sabine, Tyler, Jasper, Newton, Orange, Hardin, Jefferson.

Fort Huachuca, AZ

State of Arizona.

Fort Indiantown Gap, PA

State of Pennsylvania; excluding the city of Philadelphia and the Pennsylvania counties of Bucks, Delaware, Montgomery, Chester.

Fort Jackson, SC

South Carolina counties of Cherokee, York, Union, Chester, Lancaster, Chesterfield, Marlboro, Newberry, Fairfield, Kershaw, Darlington, Dillon, Lexington, Richland, Sumter, Lee, Florence, Marion, Horry, Orangeburg, Calhoun, Clarendon, Williamsburg, Georgetown, Bamberg, Dorchester, Berkeley, Colleton, Charleston.

Fort Knox, KY

State of Ohio; Kentucky counties of Boone, Kenton, Campbell, Trimble, Carroll, Gallatin, Grant, Pendleton, Bracken, Mason, Lewis, Greenup, Henry, Owen, Harrison, Robertson, Fleming, Rowan, Carter, Boyd, Nicholas, Oldham, Jefferson, Shelby, Scott, Franklin, Bourbon, Montgomery, Bath, Menifee, Morgan, Elliott, Lawrence, Johnson, Martin, Pike, Floyd, Magoffin, Knott, Letcher, Wolfe, Breathitt, Perry, Leslie, Harlan, Bell, Knox, Clay, Owsley, Lee, Powell, Clark, Estill, Jackson, Laurel, Whitley, McCreary, Pulaski, Rockcastle, Madison, Fayette, Jessamine, Garrard, Lincoln, Woodford, Mercer, Boyle, Casey, Russell, Wayne, Clinton, Cumberland, Adair, Taylor, Marion, Washington, Anderson, Spencer, Nelson, Larue, Green, Metcalfe, Monroe, Barren, Hart, Hardin, Bullitt, Meade, Breckinridge, Hancock, Grayson, Allen, Edmon-

son, Warren; West Virginia counties of Hancock, Ohio, Marshall, Wetzel, Monongalia, Preston, Marion, Taylor, Harrison, Doddridge, Tyler, Pleasants, Wood, Ritchie, Wirt, Jackson, Roane, Calhoun, Gilmer, Lewis, Barbour, Tucker, Randolph, Upshur, Webster, Braxton, Clay, Mason, Putman, Kanawha, Nicholas, Pocahontas, Greenbrier, Monroe, Fayette, Raleigh, Summers, Mercer, McDowell, Wyoming, Boone, Logan, Mingo, Lincoln, Wayne, Cabell, Brooke.

Fort Leavenworth, KS

Kansas counties of Marshall, Nemaha, Brown, Doniphan, Jackson, Atchison, Jefferson, Leavenworth, Wyandotte, Douglas, Johnson; Missouri counties of Jackson, Lafayette, Saline, Platte, Clay, Ray, Carroll, Chariton, Buchanan, Clinton, Caldwell, Livingston, Linn, Sullivan, Putnam, Mercer, Grundy, Daviess, Harrison, DeKalb, Gentry, Worth, Nodaway, Andrew, Holt, Atchison.

Fort Lee, VA

Virginia counties of Highland, Augusta, Albemarle, Louisa, Caroline, Essex, Bath, Rockbridge, Nelson, Fluvanna, Goochland, Hanover, King William, King and Queen, New Kent, Charles City, Henrico, Richmond (City), Chesterfield, Prince George, Surry, Sussex, Dinwiddie, Greensville, Brunswick, Nottoway, Amelia, Powhatan, Cumberland, Prince Edward, Lunenburg, Mecklenburg, Halifax, Charlotte, Appomattox, Buckingham, Amherst, Campbell, Pittsylvania, Bedford, Lynchburg (City), Henry, Franklin, Roanoke, Roanoke (City), Botetourt, Alleghany, Craig, Montgomery, Floyd, Patrick, Carroll, Pulaski, Giles, Bland, Wythe, Grayson, Smyth, Tazewell, Buchanan, Russell, Washington, Dickenson, Wise, Scott, Lee.

Fort Leonard Wood, MO

Illinois counties of Hancock, McDonough, Adams, Schuyler, Brown, Cass, Pike, Scott, Morgan, Calhoun, Greene, Macoupin, Montgomery, Jersey, Madison, Bond, Fayette, St. Clair, Clinton, Marion, Clay, Monroe, Washington, Jefferson, Wayne, Randolph, Perry, Franklin, Hamilton, White, Jackson, Williamson, Saline, Gallatin, Union, Johnson, Pope, Hardin, Alexander, Pulaski, Massac; Missouri counties of Schuyler, Scotland, Clark, Adair, Knox, Lewis, Macon, Shelby, Marion, Randolph, Monroe, Ralls, Pike, Audrain, Howard, Boone, Callaway, Montgomery, Lincoln, Warren, Cass, Johnson, Pettis, Cooper, Bates, Henry, Benton, Morgan, Moniteau, Cole, Osage, Gasconade, Franklin, St. Charles, St. Louis, St. Louis (City), Jefferson, Vernon, St. Clair, Cedar, Hickory, Camden, Miller, Maries, Phelps, Crawford, Washington, St. Francois, Ste Genevieve, Barton, Dade, Polk, Dallas, Lacelde, Pulaski, Dent, Iron, Madison, Perry, Bollinger, Cape Girardeau, Jasper, Lawrence, Greene, Webster, Wright, Texas, Shannon, Reynolds, Wayne, Stoddard, Scott, Newton, McDonald, Larry, Stone, Christian, Taney, Douglas, Ozark, Howell, Oregon, Carter, Ripley, Butler, New Madrid, Mississippi, Dunklin, Pemiscot.

Fort Lewis, WA

States of Washington, Oregon, Idaho, Montana, Utah.

Fort McClellan, AL

Alabama counties of Lauderdale, Limestone, Madison, Jackson, Colbert, Franklin, Lawrence, Morgan, Marshall, De Kalb, Marion, Winston, Cullman, Blount, Etowah, Cherokee, Lamar, Fayette, Walker, Pickens, Tuscaloosa, Jefferson, St Clair, Calhoun, Cleburne, Shelby, Talladega, Clay, Randolph; Mississippi counties of De Sota, Marshall, Benton, Tip-pah, Alcorn, Tishomingo, Tunica, Tate, Prentiss, Coahoma, Quitman, Panola, Lafayette, Union, Pontotoc, Lee, Itawamba, Bolivar, Sunflower, Tallahatchie, Yalobusha, Calhoun, Chickashaw, Monroe, Washington, Issaquena, Sharkey, Humphreys, Leflore, Grenada, Carroll, Montgomery, Webster, Clay, Choctaw, Oktibbeha, Lowndes, Holmes, Attala, Winston, Noxubee.

Fort McPherson, GA

Georgia counties of Dade, Walker, Catoosa, Whitfield, Murray, Fannin, Union, Towns, Rabun, Gilmer, Chattooga, Gordon, Pickens, Dawson, Lumpkin, White, Habersham, Floyd, Bartow, Cherokee, Forsyth, Hall, Banks, Jackson, Polk, Paulding, Cobb, Fulton, DeKalb, Gwinett, Barrow, Haralson, Carroll, Douglas, Clayton, Rockdale, Walton, Heard, Coweta, Fayette, Spalding, Henry, Newton, Butts, Jasper.

Fort George G. Meade, MD

State of Delaware; Maryland counties of Garrett, Allegany, Washington, Frederick, Carroll, Baltimore, Harford, Cecil, Kent, Queen Annes, Talbot, Caroline, Dorchester, Wicomico, Somerset, Worcester, Howard, Anne Arundel, Calvert, and Baltimore City; Virginia counties of Accomack, Northampton, Loudoun, Clarke, Frederick; West Virginia counties of Mineral, Hampshire, Morgan, Berkeley, Jefferson.

US Army Military District of Washington

District of Columbia; Maryland counties of Montgomery and Prince Georges; Virginia counties of Arlington and Fairfax; Virginia cities of Alexandria, Fairfax, and Falls Church.

Fort Ord, CA

California counties of Monterey, San Benito, Merced, Madera, Mariposa, Kings, Fresno, San Luis Obispo, Kern, Tulare, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, Imperial.

Fort Polk, LA

State of Louisiana

Presidio of San Francisco, CA

State of Nevada; California counties of Del Norte, Siskiyou, Modoc, Humbolt, Trinity, Shasta, Lassen, Tehama, Plumas, Mendocino, Glenn, Butte, Sierra, Lake, Colusa, Sutter, Yuba, Nevada, Placer, Sonoma, Napa, Yolo, El Dorado, Alpine, Solano, Sacramento, Amador, Marin, Contra Costa, San Joaquin, Calaveras, Tuolumne, Mono, Stanislaus, Inyo, Alameda, Santa Clara, San Mateo, Santa Cruz.

Fort Riley, KS

State of Nebraska; Kansas counties of Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Jewel, Republic, Washington, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Mitchell, Cloud, Clay, Riley, Pottawatomie, Wallace, Logan, Gove, Trego, Ellis, Russell, Lincoln, Ellsworth, Ottawa, Saline, Dickinson, Geary, Morris, Wabaunsee, Shawnee, Greeley, Wichita, Scott, Lane, Ness, Rush, Barton, Rice, McPherson, Marion, Chase, Lyon, Osage, Franklin, Miami, Hamilton, Kearny, Finney, Hodgeman, Pawnee, Edwards, Stafford, Reno, Harvey, Coffey, Anderson, Linn, Stanton, Grant, Haskell, Gray, Ford, Kiowa, Pratt, Kingman, Sedgwick, Butler, Greenwood, Woodson, Allen, Bourbon, Elk, Wilson, Neosho, Crawford, Morton, Stevens, Seward, Meade, Clark, Commanche, Barber, Harper, Sumner, Cowley, Chautauqua, Montgomery, Labette, Cherokee.

Fort Rucker, AL

Alabama counties of Sumter, Greene, Hale, Bibb, Chilton, Perry, Choctaw, Marengo, Dallas, Autauga, Lowndes, Wilcox, Clarke, Monroe, Butler, Crenshaw, Pike, Barbour, Washington, Mobile, Baldwin, Conecuh, Escambia, Covington, Coffee, Dale, Henry, Geneva, Houston; Florida counties of Jackson, Holmes, Walton, Okaloosa, Santa Rosa, Escambia, Bay, Washington, Gulf, Calhoun; Mississippi counties of Yazoo, Madison, Leake, Neshoba, Kemper, Warren, Hinds, Rankin, Scott, Newton, Lauderdale, Claiborne, Copiah, Simpson, Smith, Jasper, Clarke, Jefferson, Adams, Franklin, Lincoln, Lawrence, Jefferson Davis, Covington, Jones, Wayne, Wilkinson, Amite, Pike, Walthall, Marion, Lamar, Forrest, Perry, Greene, Pearl River, Stone, George, Hancock, Harrison, Jackson.

Fort Sam Houston, TX

Texas counties of Val Verde, Edwards, Real, Kerr, Gillespie, Blanco, Travis, Bastrop, Lee, Fayette, Austin, Waller, Harris, Kinney, Uvalde, Bandera, Kendall, Hays, Comal, Caldwell, Gonzales, Lavaca, Colorado, Wharton, Fort Bend, Brazoria, Galveston, Matagorda, Jackson, Calhoun, Victoria, De Witt, Guadalupe, Bexar, Medina, Maverick, Zavala, Dimmit, Frio, Atascosa, Wilson, Karnes, Goliad, Refugio, Aransas, San Patricio, Bee, Live Oak, McMullen, La Salle, Webb, Duval, Jim Wells, Nueces, Kleberg, Zapata, Jim Hogg, Brooks, Kenedy, Starr, Hidalgo, Willacy, Cameron.

Fort Sheridan, IL

States of Michigan, Wisconsin, Minnesota, Iowa; Indiana counties of Elkhart, St. Joseph, La Porte, Porter, Lake; Illinois counties of Jo Daviess, Stephenson, Winnebago, Boone, McHenry, Lake, Carroll, Whiteside, Ogle, Lee, De Kalb, Kane, DuPage, Cook, Rock Island, Henry, Bureau, LaSalle, Kendall, Grundy, Will, Kankakee, Livingston, Woodford, Marshall, Putnam, Stark, Peoria, Knox, Mercer, Warren, Henderson.

Fort Sill, OK

States of Oklahoma and Arkansas.

Fort Stewart, GA

Georgia counties of Treutler, Candler, Bulloch, Effingham, Wheeler, Montgomery, Toombs, Tattnall, Evans, Bryan, Chatham, Telfair, Jeff Davis, Appling, Wayne, Long, Liberty, Coffee, Bacon, Pierce, McIntosh, Atkinson, Ware, Brantley, Glynn, Charlton, Camden; Florida counties of Nassau, Baker, Duval, Union, Bradford, Clay, St Johns, Alachua, Putnam, Flagler, Levy, Marion, Volusia, Citrus, Sumter, Lake, Seminole, Orange, Hernando, Pasco, Pinellas, Hillsborough, Polk, Osceola, Brevard, Manatee, Hardee, Highlands, Okeechobee, Indian River, St Lucie, Sarasota, De Sota, Charlotte, Glades, Martin, Lee, Hendry, Palm Beach, Collier, Broward, Monroe, Dade.

APPENDIX C
AREAS OF RESPONSIBILITY—MAJOR OVERSEA
COMMANDS

PUERTO RICO	CDR FT BUCHANAN
CANAL ZONE	CDR 193D INF BDE
PHILIPPINES	CDR JUSMAG, MANILA
JAPAN	CDR US ARMY GARRISON, CAMP ZAMA
KOREA	CDR UNC/USFK/EA, SEOUL
HAWAII	CDR USA SPT CMD HAWAII
EUROPE	CDR USA MILPERCEN EUROPE
THAILAND	CDR US MAC THAI
ALASKA	CDR 172D INF BDE
OKINAWA	CDR USA GARRISON OKINAWA



APPENDIX D

LIST OF PUBLICATIONS AND FORMS TO BE INCLUDED
IN CASUALTY ASSISTANCE KITS

DOD Military Pay and Entitlements Manual, part 4, chapter 3, table 4-4-1, and chapter 5
AR 37-104-3, part 4, chapter 4 (Military Pay and Allowances Procedures—Joint Uniform Military Pay System (JUMPS—Army))
AR 40-121 (Uniformed Services Health Benefits Program)
AR 55-46 (Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas)
AR 600-10 (The Army Casualty System)
AR 600-25 (Salutes, Honors, and Visits of Courtesy)
AR 608-50 (Legal Assistance)
AR 638-1 (Disposition of Personal Effects of Deceased and Missing Persons)
AR 638-40 (Care and Disposition of Remains)
AR 672-5-1 (Military Awards)
DA Pam 55-2 (Personal Property Shipping Information)
DA Pam 360-505 (Uniformed Services Health Benefits Program)
DA Pam 600-5 (Handbook on Retirement Services for Army Personnel and Their Families)
DA Pam 608-2 (Your Personal Affairs)
DA Pam 608-4 (For Your Guidance—A Guide for the Survivors of Deceased Army Members)
DA Pam 608-33 (Survivor Assistance Officer and Family Service and Assistance Officer Handbook)
DA Pam 672-2 (Conduct of Ceremonies Handbook)
DA Form 2204 (Survivor Assistance Report)
DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment)
DD Form 1172 (Application for Uniformed Services Identification and Privilege Card)
DD Form 1351-2 (Travel Voucher or Subvoucher)
DD Form 1351-4 (Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance)
DD Form 1701 (Inventory of Household Goods)
DD Form 1884 (Survivor Benefit Plan—Application for Annuity)
VA Form 21-534 (OAC 24) (Application for Dependency or Indemnity Compensation or Death Pension by Widow or Child)
VA IS 1 Fact Sheet: Federal Benefits for Veterans and Dependents

Note: VA Forms are available at the nearest Veterans Administration Regional Office.

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